



Case Management Electronic Case Files (CM/ECF)

Attorney's User Guide

U.S. District Court
Southern District of Texas

CM/ECF

The Official Court Electronic Document Filing System

CM/ECF Attorney's User Guide

Author: Southern District of Texas

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Table of Contents

Chapter 1 – Introduction to CM/ECF

Overview	1 - 2
Help Desk	1 - 2
Definitions	1 - 2
Systems Requirements	1 - 4
CM/ECF System Capabilities	1 - 5
PACER Registration	1 - 5

Chapter 2 – Working with PDF Files

Setting Up Adobe Acrobat	2 - 2
Portable Document Format (PDF)	2 - 2
How to View PDF Files	2 - 2
Directly Selecting PDF Files	2 - 2
Selecting PDF Files within Adobe Acrobat	2 - 3
Viewing Options	2 - 4
How to Convert Documents to the PDF Format	2 - 4
CM/ECF Limitation on PDF Document Size	2 - 5
Common Mistakes When Filing PDF Documents	2 - 5
Email Notification of Filed PDF Documents	2 - 6
Certificate of Service	2 - 6

Chapter 3 – Getting Started in CM/ECF

Accessing the CM/ECF System	3 - 2
Logging Into CM/ECF	3 - 2
Logging Into PACER	3 - 5
The CM/ECF Menu Bar	3 - 7
Manipulating Web Pages	3 - 8
Verifying Case Number while Docketing	3 - 8
Reviewing Your CM/ECF Transactions	3 - 9

Chapter 4 – Filing Documents Electronically

Opening a Civil Case	4 - 2
Filing a Motion in a Civil Case	4 - 20
Filing a Motion in a Criminal Case	4 - 33

Chapter 5 – Querying the CM/ECF Database

Accessing Query Mode	5 - 2
Sample Queries	5 - 3
No Search Criteria	5 - 3
Search by Case Number	5 - 4

Search by Name	5 - 5
Search by Nature of Suit	5 - 7
Case Query Page	5 - 8
Attorney Information	5 - 9
Case Summary Information	5 - 9
Deadlines/Hearings Information	5 - 10
Docket Information	5 - 11

Chapter 6 – Reports Available in CM/ECF

Accessing the Reports	6 - 2
Sample Reports	6 - 3
Docket Sheet	6 - 3
Civil Cases	6 - 6
Criminal Cases	6 - 8
Calendar Events	6 - 10
Written Opinions	6 - 11

Chapter 7 – The Utilities Menu

Accessing the Utilities	7 - 2
Your Account Utilities	7 - 3
Maintain Your Account	7 - 3
View Your Transaction Log	7 - 4
Change Client Code	7 - 5
Change Your PACER Login	7 - 5
Review Billing History	7 - 6
Show PACER Account	7 - 7
Remove Default PACER Account	7 - 8
Miscellaneous Utilities	7 - 8
Internet Payment History	7 - 8
Legal Research	7 - 9
Mailings	7 - 9
Mailing Info for a Case	7 - 9
Mailing Label by Case	7 - 11
Verify a Document	7 - 13

Index

Chapter 1

Introduction to CM/ECF

Purpose This chapter provides information that an attorney needs before getting started using CM/ECF, including where to get help, definition of terms, system requirements, and other CM/ECF and PACER capabilities and registration information.

Chapter Topics The following topics are covered in this chapter:

- *Overview*, page 1 – 2
- *Help Desk*, page 1 – 2
- *Definitions*, page 1 – 2
- *Systems Requirements*, page 1 – 4
- *CM/ECF System Capabilities*, page 1 – 5
- *PACER Registration*, page 1 – 5

Overview

This guide provides instructions on how to use the Case Management Electronic Case Files (CM/ECF) system to file documents with the court, or to view and retrieve docket sheets and documents. The screen shots that display may differ slightly as you electronically file your documents, due to enhancements or upgrades.

All users should have a working knowledge of Microsoft Internet Explorer and Adobe Acrobat. For questions regarding these applications, please refer to their user manuals.

Before electronically filing, you should be thoroughly familiar with the following documents:

- Administrative Procedures for Electronic Filing in Civil and Criminal Cases

<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcrproc.pdf>

- Local Rules

<http://www.txs.uscourts.gov/district/rulesproc/dclclrl2009.pdf>

Help Desk

For questions regarding this guide, CM/ECF, or filing pleadings/documents, you can contact our CM/ECF Help Desk at ecf_helpdesk@txs.uscourts.gov or by phone at (866) 358-6201. Our support hours are Monday through Friday 8:00 a.m. to 5:00 p.m. CST. When sending email, please include the case number.

Definitions

The following definitions are used throughout this guide:

<i>Court</i>	For purposes of this guide, court is the United States District Court for the Southern District of Texas.
<i>Electronic Filing</i>	The uploading of a pleading or document, in PDF format, directly from the registered user's computer, using the Court's Internet-based system to file that pleading or document in the Court's case file. Sending a document or pleading to the Court via e-mail as an attachment does not constitute "electronic filing."

<i>Electronic Filing System</i>	The Court's automated system that receives and stores documents which were filed in electronic form. The program is part of CM/ECF, which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
<i>Filing User</i>	<p>A person registered to file documents electronically with the Court. Filing users must be one of the following:</p> <ul style="list-style-type: none">• Admitted to practice before the United States District Court for the Southern District of Texas and a member in good standing of the Court.• Admitted <i>pro hac vice</i>.• Authorized to represent the United States of America. <p>OR</p> <ul style="list-style-type: none">• Proceeding as a nonprisoner <i>pro se litigant</i> approved as a filing user by the Court. <p>A filing user must receive a login and password from the District to use the Court's electronic filing system.</p>
<i>Hyperlink</i>	A reference in a hypertext document that refers to another document or other resource. It is similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to retrieve the resource referenced. A hyperlink document can be saved, viewed, or displayed as part of the referencing document.
<i>Notice of Electronic Filing (NEF)</i>	An electronic notice that is automatically generated by the electronic filing system at the time a document is docketed. The NEF includes the time of filing and docketing, the name of the party and filing user filing the document, the type of document, the text of the docket entry, the name of the party, and filing user receiving the notice. If a document is attached to the docket entry, the NEF contains a hyperlink to the filed document allowing recipients to retrieve the document.
<i>PACER</i>	Public Access to Court Electronic Records (PACER) is an automated system allowing a user to view, print, and download Court docket information over the Internet. Users must register with the PACER Service Center at http://pacer.psc.uscourts.gov/ .
<i>Portable Document Format (PDF)</i>	A document file that was either created with a word processor or was originally a paper document scanned and converted to a PDF file. Documents must be converted into PDF format to be filed electronically with the Court. These files have the file extension .pdf.

<i>Pro Se Litigant</i>	A person who represents oneself in a Court proceeding without the assistance of an attorney.
<i>Scanned Documents</i>	These are the paper documents that are converted to PDF via a scanner or multifunction copier or scanner, as opposed to converting an electronic document from a word processor. When scanning paper documents that will subsequently be filed electronically, filing users should configure their scanners for 300 dpi and black and white scanning (rather than color scanning).
<i>Traditional Filing/Traditionally Filed</i>	This is also referred to as “conventional filing,” which is submitting paper copies of pleadings and documents in the traditional or conventional manner either in person, by courier, or via United States Postal Service.

Systems Requirements

The hardware and software required to electronically file, view, and retrieve case documents are the following:

- A computer running a standard platform such as Windows or a Macintosh operating system.
- Adobe Acrobat or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows based versions of Microsoft WordPerfect and Word.
- A compatible Internet browser.
- Access to a scanner if non-computerized documents need to be imaged.



A scanner should only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

CM/ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Internet Explorer software to perform the following functions:

- Open the Court's web page.
- View or download the most recent version of the User's Guide.
- Electronically file pleadings and documents in actual (live) cases.
- Self-train on PACER web-based Tutorial.
- View official docket sheets and documents associated with cases.
- View various reports (e.g., Cases Filed Report, Calendar) for cases that were filed electronically.

PACER Registration

CM/ECF users must have a PACER account with the Court in order to use the **Query** and **Report** features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html>. A link to PACER's site is provided on the Court's website.

Chapter 2

Working with PDF Files

Purpose

This chapter provides information on the PDF file format, including how to view them and convert Microsoft Word and WordPerfect files to this format.

Chapter Topics

The following topics are covered in this chapter:

- *Setting Up Adobe Acrobat*, page 2 – 2
- *Portable Document Format (PDF)*, page 2 – 2
- *How to View PDF Files*, page 2 – 2
- *How to Convert Documents to the PDF Format*, page 2 – 4
- *CM/ECF Limitation on PDF Document Size*, page 2 – 5
- *Common Mistakes When Filing PDF Documents*, page 2 – 5
- *Email Notification of Filed PDF Documents*, page 2 – 6
- *Certificate of Service*, page 2 – 6

Setting Up Adobe Acrobat

Users must set up Adobe's Acrobat Reader or Adobe Acrobat Professional in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing these products, please review and follow Adobe's directions to use the product effectively.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the CM/ECF system. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format. The PDF document should not include any embedded files like scripts, files, and executables. Filings with these embedded attachments will be rejected by CM/ECF. For information on PDF size limitations in CM/ECF, see [page 2 – 5](#).

How to View PDF Files

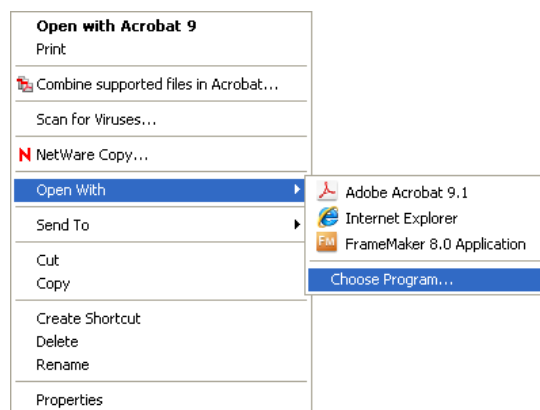
All PDF files can be viewed in Adobe Acrobat Reader or Adobe Acrobat Professional. There are two access methods upon which you can view the files.

Directly Selecting PDF Files

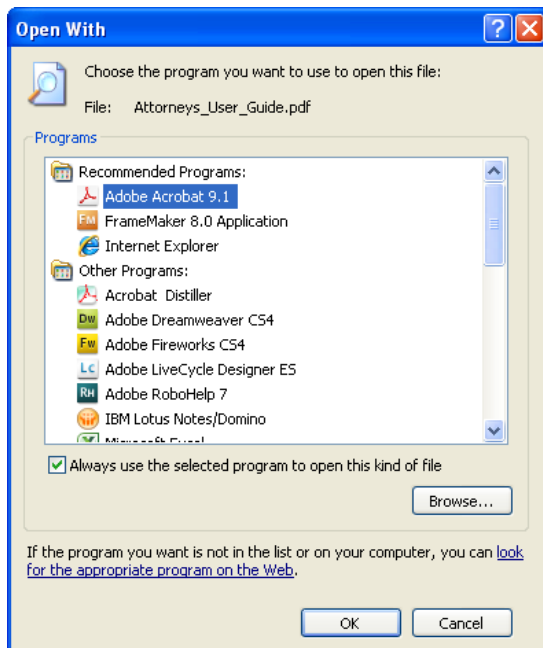
The fastest method for viewing a PDF file is to select the file in Explorer. When the Adobe Acrobat software was installed, a file association to the PDF file format should have automatically been set. This association allows you to double-click the PDF file to open it directly in Acrobat.

If the file association does not work:

1. Right-click any PDF file.
2. Select **Open With » Choose Program**.



The **Open With** dialog displays.



3. Select the Adobe Acrobat program.
4. Check the box *Always use the selected program to open this kind of file*.
5. Click **OK**.

The file association is now set for all future selections.

Selecting PDF Files within Adobe Acrobat

To select the PDF within Adobe Acrobat;

1. Open Adobe Acrobat Reader or Adobe Acrobat Professional.
2. Select **File » Open**.

The Windows **Open** dialog displays.

3. Navigate to and select the desired PDF file.
4. Click **Open**.

The PDF file now displays in Adobe Acrobat.

Viewing Options

Once the PDF displays, there are several viewing options available depending on your version of Adobe Acrobat Reader or Adobe Acrobat Professional. To learn more about the viewing options available to you:

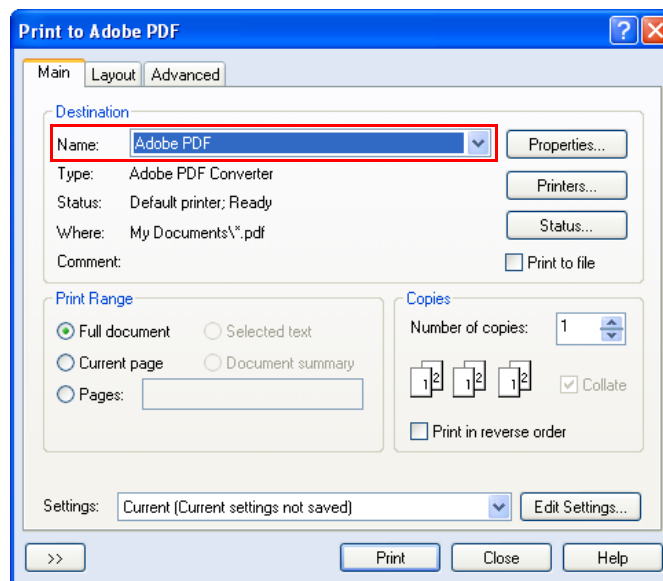
- Select the **View** menu and review the items it contains.
- Hover your cursor over the toolbar for a description of each toolbar icon.
- Select **Help » Adobe Acrobat** and review the online help topic **Workspace » Viewing PDF pages**.

How to Convert Documents to the PDF Format

You must convert your documents to PDF format before submitting them to the Court's CM/ECF system. Both Microsoft Word and WordPerfect create text searchable PDF files as follows:

1. Open the document in Word or WordPerfect.
2. Click the **Print** icon or select **File » Print** from the menu.

The **Print to** dialog displays.



3. For Word's printer or WordPerfect's destination name, select **Adobe PDF**.

4. Click the **Close** button to close the dialog.

The document automatically adjusts to the Adobe PDF print driver settings.

5. Scroll through the document, to verify or change the formatting and location of section headings.
6. Click the **Print** icon.

The **Print to** dialog displays again.

7. Click the **OK** button in Word or the **Print** button in WordPerfect.

The **Save PDF File As** dialog displays.

8. Navigate to the folder where the PDF file should be saved.
9. Enter a file name and click **Save**.

A text searchable PDF file is created.

CM/ECF Limitation on PDF Document Size

The current size limitation that CM/ECF allows for electronically filed documents, including exhibits or attachments, is 5 megabytes. While this limit will not likely affect electronically created documents, in the case of imaged documents, it would be the equivalent of approximately 75 pages.

It is the responsibility of the filing user to ensure that PDF files meet the file size restrictions. Larger electronic documents must be divided into smaller PDF files. For example, an eight megabyte PDF file could be divided into one 5 megabyte and one 3 megabyte file.

Common Mistakes When Filing PDF Documents

Some common mistakes made when filing PDF documents include:

- Selecting the wrong PDF file to attach to a docket entry.
- Selecting the wrong document type (i.e., the original document rather than the converted file with the .pdf extension).

- Selecting the wrong docketing event from the CM/ECF menus.
- Entering the wrong case number and not discovering the error before completing the transaction.

The CM/ECF system does not permit you, or the clerk's office, to substitute or remove a misfiled PDF document after it has been submitted and electronically delivered to the court. Only the presiding judge may order the unfiled of a document once it has been filed. So, please be careful to avoid these common mistakes.

If a mistake has been made, contact the CM/ECF Help Desk (see [page 1 – 2](#)). When calling, you must provide the case number and document number(s) for the docket entry or entries requiring correction.

Email Notification of Filed PDF Documents

After electronically filing a PDF document, the CM/ECF system sends a Notice of Electronic filing (NEF) to the designated attorneys and parties who have supplied their email addresses to the Court. The NEF also displays the names and addresses of the individuals who will not be electronically notified of the filing.



It is the filer's responsibility to serve hard copies of the document and the NEF to attorneys and parties who are not set up for electronic notification.

Individuals who receive the NEF are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF. The filer is permitted one free look at the document to verify that it was properly docketed. Pursuant to guidelines set by the Administrative Office of the U. S. Courts, the free look is available only once within the 15 day grace period from the date of filing.

Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Certificate of Service

A certificate of service must be included with all filed PDF documents reflecting that service on known filing users will be accomplished through the NEF and indicating the manner of service on any party who is not a filing user. Refer to Local Rules LR 5.3.

Chapter 3

Getting Started in CM/ECF

Purpose

This chapter describes some basic CM/ECF information, including how to log in, the menu items, what buttons are available for manipulating web pages, and finally how to verify the correct case number and your CM/ECF transactions.

Chapter Topics

The following topics are covered in this chapter:

- *Accessing the CM/ECF System*, page 3 – 2
- *The CM/ECF Menu Bar*, page 3 – 7
- *Manipulating Web Pages*, page 3 – 8
- *Verifying Case Number while Docketing*, page 3 – 8
- *Reviewing Your CM/ECF Transactions*, page 3 – 9

Accessing the CM/ECF System

Accessing CM/ECF not only involves logging into CM/ECF, but for some of its features, requires users to also log into PACER.

Logging Into CM/ECF

Users can log into the CM/ECF system via the Internet as follows:

1. Enter the following URL address into your browser:

<http://www.txs.uscourts.gov/>

2. Under **Quick Links**, click the *District Electronic Case Filings (ECF)* link.

The **Attorney Admissions** web page displays.

3. Click the *Live District CM/ECF* link.

The Live CM/ECF system displays.

4. Click the *Southern District of Texas - Document Filing System* link.

The ECF Login page displays.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice

An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

5. Either:

- Enter your CM/ECF login and password if you plan on filing documents.

OR

- Enter your PACER login and password if you plan on viewing and querying information.



Login names and passwords are case sensitive.

6. Read the notice boxed in red.

7. Mark the check box within the red boxed-in notice.

8. Click **Login** to have the login and password validated.

If a valid login and password combination was entered, then the system displays its main web page (below assumes the CM/ECF information was entered).



You can choose any menu item from the blue menu bar along the top of the web page.



The date and time of your last CM/ECF log in appears at the bottom of the web page. You should review this each time you log in. If you suspect your last login date and time are incorrect, or that an unauthorized party is using your login and password, contact the court's Help Desk immediately (page 1 – 2).

If an invalid login and password combination was entered, then the system responds with the following error message:

Login failed either your login name or key is incorrect.

Back

9. If this occurs, click **Back**.

The ECF **Login** page displays again.

10. Return to step 5 and re-enter the login and password.

Logging Into PACER

During your CM/ECF session, if you deviate from either electronically filing a document or maintaining your user account by selecting the *Query* or *Report* menus, the system prompts you for your PACER login information.

1. Select *Query* from CM/ECF's web page.



The PACER Login page displays.

A screenshot of the PACER Login page. The page has a light blue background. At the top, the text 'PACER Login' is displayed in large, bold, blue letters. Below this, the 'Instructions' section provides guidance on how to log in, including a link to the PACER registration page. A checkbox is provided to make the login the default. Below the instructions is the 'Authentication' section, which contains three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields are 'Login' and 'Reset' buttons. At the bottom, a 'Notice' section details the access fee and provides contact information for the PACER Service Center.

WARNING: At the bottom of the PACER Login page is a Notice detailing the charges for using PACER.

2. Enter your PACER login and password.
3. *(optional)* Enter a client code.

The **Client code** field is an optional field which allows PACER functions to be tracked. It can contain up to 32 characters. If a code is entered, then it is listed on the billing statement generated by the PACER Service Center; otherwise, it is not on the statement. Because this code is optional, it must be enforced within a user's office.

4. *(optional)* Select ***Make this my default PACER login*** check box.

Choosing this check box links your PACER information to your CM/ECF login and password. This means you will not be required to enter you PACER information again while working in CM/ECF.



For information on breaking the link between the CM/ECF and PACER login information, see the PACER User Guide.

5. Click ***Login*** to have PACER validate the login and password.

If a valid login and password combination was entered, then CM/ECF continues to the next web page in the process.

If an invalid combination was entered, then the system responds with the following error message:

<p>Invalid Your ECF or PACER login attempt failed. Either your login name or password is incorrect.</p> <p><input type="button" value="Back"/></p>

6. If this occurs, click ***Back***.



The **PACER Login** page displays again.

7. Return to step 2 and re-enter the login and password.

The CM/ECF Menu Bar






CM/ECF provides the following menu items/features in the blue menu bar located at the top of every web page.



Menu	Description
Civil	Files electronically all civil case pleadings, motions, and other court documents.
Criminal	Files electronically all criminal case pleadings, motions, and other court documents.
Query	<p>Performs queries in CM/ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case.</p> <hr/> <p> <i>You must log into PACER before you can query CM/ECF.</i></p> <hr/>
Reports	<p>Retrieves docket sheets and cases-filed reports.</p> <hr/> <p> <i>You must log into PACER before retrieving these reports.</i></p> <hr/>
Utilities	Displays your personal CM/ECF transaction log and allows you to maintain your CM/ECF account information.
Search	Searches through the CM/ECF menus and events for the specific text you enter.
Logout	Exits CM/ECF and prevents further filing with your password until the next time you log in.

Manipulating Web Pages

The following buttons can be used to manipulate the CM/ECF web pages:

Buttons	Description
 	<p>Moves the user back one web page. Internet Explorer's back button is blue, while Firefox's is slightly larger and green. Both are located in the browser's upper-left corner. In both cases, you should use them to go back and correct an entry made on a previous web page.</p> <hr/> <p> <i>If you discover an error after the document is transmitted, contact the Help desk.</i></p> <hr/>
	Clears all characters that have been entered and selections that have been made on the web page (i.e., it restores the web page back to its starting pointing).
	Accepts all input and selections made, and then displays the next CM/ECF web page, if any.

Verifying Case Number while Docketing

As you electronically file, each window displays a case number in the upper left-hand corner. This ensures that you are docketing to the correct case.

Case number — [7:08-cv-02642 Plaintiff A v. Life Insurance Company](#)

Motions

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If you are uncertain this is the correct case, right-click on the case number link and select **Open in New Window** to run a docket sheet for that case. You will be prompted to enter your PACER login and password (see [page 3 – 5](#)) before viewing the docket sheet. Once you have verified that this is the correct case, close the new window and return to the window you were previously on.

Reviewing Your CM/ECF Transactions

If you need to check what you have done in CM/ECF, select the ***Utilities*** menu and then the ***View Your Transaction Log*** link (see [page 7 – 4](#)). This feature allows you to review all the transactions CM/ECF has processed with your login and password.

Besides just reviewing your transactions, you can use the transaction log to confirm if someone is using your login and password without your permission. If you suspect someone is using your information, immediately contact the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (i.e., your login and password is your electronic signature), you need to take whatever action you deem appropriate.

Chapter 4

Filing Documents Electronically

Purpose

This chapter provides detailed instructions on opening a civil case and how to file motions in both civil and criminal cases.

Filing users should be thoroughly familiar with the document "*Administrative Procedures for Electronic Filing in Civil and Criminal Cases*" before filing electronically. You can find this document in the following location:

<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcrproc.pdf>

Chapter Topics

The following topics are covered in this chapter:

- *Opening a Civil Case*, page 4 – 2
- *Filing a Motion in a Civil Case*, page 4 – 20
- *Filing a Motion in a Criminal Case*, page 4 – 33

Opening a Civil Case

This procedure describes the process for opening a civil case in CM/ECF.

To open a civil case:

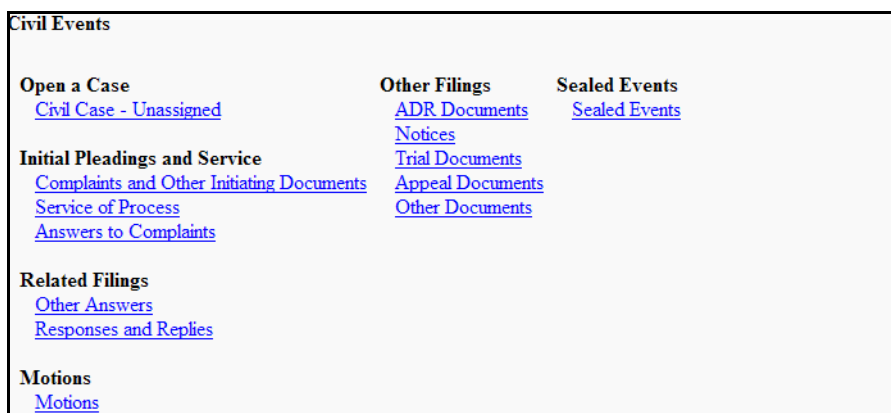
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



2. Select **Civil** from the menu bar.

The **Civil Events** page displays.



3. Click the *Civil Case - Unassigned* link.

The following **Open Unassigned Civil Case** page displays.

Open Unassigned Civil Case

When you proceed to the next screen, please note that the case type at the top of the screen defaults to civil (cv). If you are opening a miscellaneous case (mc), please click on the Case type dropdown and change it to mc. The miscellaneous case type should be used for opening cases where the initiating document is any of the following:

Petition for Hearing on Naturalization Application under 8 USC 1447(b)
Application to Proceed In Forma Pauperis
Letter Rogatory/Request for Judicial Assistance
Motion for Appointment of Counsel (death penalty)
Motion to Seal Case (followed by Sealed Complaint as entry #2)
Other Miscellaneous Relief
Petition to Enforce IRS Summons
Registration of Foreign Judgment

Also, any bankruptcy appeals or motions for withdrawal of reference should be electronically filed only in the bankruptcy or adversary case, under Bankruptcy CM/ECF. Civil cases based on bankruptcy appeal or withdrawal of reference will be opened by court personnel.

With the exception of qui tam cases, you must ask permission to file a new case under seal (L.R. 83.6) as follows: Open a miscellaneous case with plaintiff named Sealed Filer. For the first entry, select event *Motion to Seal Case*, however if your motion contains confidential information, use the *Sealed Motion* event (under *Sealed Events*). For your second entry, use the *Sealed Complaint* event. If your motion is granted, the Clerk will open a sealed civil case. For a qui tam case, file the documents in paper and the Clerk will open a sealed civil case.

4. Read the contents of the page.
5. Click *Next*.

The **Open Unassigned Civil Case** page changes to enter summary information.

Open Unassigned Civil Case

Office Case type Case number

Date filed 5/23/2011

Lead case number

Association type

Other court name

Other court number

☐ Related cases

6. Select the appropriate office from the pull-down menu.

7. Select either **cv** or **mc** for the case type.



The bi and md options are for Clerk's office internal use only. Do not select them.



Do not enter a Lead case number or change the Association type.

8. (optional) Either:

- If it is a notice of removal, enter the other court name and number.

OR

- If it is related to a pending case in the Southern District of Texas, check the **Related cases** check box.

9. Click **Next**.

The **Open Unassigned Civil Case** page changes to enter additional case information.

Open Unassigned Civil Case

Jurisdiction	3 (Federal Question)	
Cause of action		Filter: <input type="text"/> <input type="button" value="Clear filter"/>
Nature of suit	0 (zero)	Filter: <input type="text"/> <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)	
Citizenship plaintiff		
Citizenship defendant		
Jury demand	n (None)	Class action n
Arbitration code		Demand (\$000) <input type="text"/>
County	Anderson	
Fee status	due (due)	Fee date 5/23/2011 Date transfer <input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

10. Enter the following information:

- **Jurisdiction**, **Nature of suit**, **Cause of action**, **Origin**, **Jury demand**, **Class action**, **Demand (\$000)** in thousands of US dollars (i.e., the system automatically adds the zeroes for you), and **County** of the filing party is always required.
- **Filter** can be used to narrow the **Cause of action** and **Nature of suit** fields. If filing a contract case, type **contract** in the **Filter** field to limit the drop-down choices to only those which contain **contract** in the name. You can also type numbers into the **Filter** field.

- **Citizenship plaintiff** and **Citizenship defendant** are only necessary for cases with jurisdiction based on diversity of citizenship.
- **Fee status** and **Fee date** select as appropriate.
- **Arbitration code** and **Date transfer** should always be left blank.

11. Click *Next*.

The **Open Unassigned Civil Case** page changes to enter the plaintiff's name.

The screenshot shows the 'Open Unassigned Civil Case' page. On the left, there are buttons for 'Add New Party' and 'Create Case', and links for 'Collapse All' and 'Expand All'. On the right, under the heading 'Search for a party', there are three input fields for 'Last / Business Name', 'First Name', and 'Middle Name'. Below these fields is a 'Search' button.

12. Enter the business name or last, first, and middle name of the plaintiff.

13. Click *Search*.

The **Open Unassigned Civil Case** page changes to list the search results.

The screenshot shows the 'Open Unassigned Civil Case' page after a search. The search fields now contain 'Smith' for 'Last / Business Name', 'Luke' for 'First Name', and an empty field for 'Middle Name'. Below the search fields is a 'Search' button. Under the heading 'Search Results', there is an empty list box. At the bottom of the search results section, there are two buttons: 'Select Party' and 'Create New Party'. Below these buttons, a message reads: 'Search returned no results. Please try again or create a new party.'

14. Either:

- Select a name in the results list and click *Select Party* to verify their information before proceeding.

OR

- When the results list is empty, click *Create New Party*.

The **Open Unassigned Civil Case** page changes. Below a new plaintiff is being added.

Open Unassigned Civil Case

[Collapse All](#) [Expand All](#)

Party Information

Last name First name
 Middle name Generation
 Title
 Role
 Pro se
 Prisoner Id Unit
 Office
 Address1
 Address 2 ☐ Show this address on the docket sheet
 Address 3 City
 State Zip Country
 Prison
 Phone Fax
 E-mail
 Party text
 Start date End date
 Corporation Notice

15. Enter the following plaintiff information:

- Change the **Role** to **Plaintiff (pla:pty)**. The role defaults to defendant so you must make this change.



Leave all address information blank for represented parties.

- Enter the **Party text** if stated on the complaint (Example: Individually, Successor to, etc.).

16. Click **Add Party**.

The plaintiff is added to the **Open Unassigned Civil Case** page.

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

Luke Smith pla ✖

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for a party

Last / Business Name First Name Middle Name

Search

17. If the plaintiff has an alias, do the following:

- Click the icon to the right of the word **Alias** in the tree structure.

The **Open Unassigned Civil Case** page changes to allow searching for the plaintiff's alias.

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

Luke Smith pla ✖

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Luke Smith

Last / Business Name

Search

- Enter the plaintiff's alias.
- Click **Search**.

The **Open Unassigned Civil Case** page changes to list the search results.

Open Unassigned Civil Case

Add New Party Create Case

Collapse All Expand All

Luke Smith pla ✖

- Alias
- Corporate Parent or other affiliate
- Attorney

Search for an alias for Luke Smith

Last / Business Name Smith's Taxi

Search

Search Results

Select Alias Create New Alias

Search returned no results. Please try again or create a new alias.

d. Either:

- Select a name in the results list and click *Select Alias* to verify their information before proceeding.

OR

- When the results list is empty, click *Create New Alias*.

The **Open Unassigned Civil Case** page changes. Below a new alias is being added.

The screenshot shows the 'Open Unassigned Civil Case' page. On the left, under 'Add New Party', there is a tree view for 'Luke Smith' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The 'Alias' item is selected. On the right, the 'Alias Information' section contains fields for 'Last/Business name' (filled with 'Smith's Taxi'), 'First name', 'Middle name', 'Generation', 'Type' (a dropdown menu currently showing 'dba'), and 'Start date' (filled with '7/18/2011'). There is an 'Add Alias' button at the bottom of this section.

e. Click *Add Alias*.

The alias is added beneath the plaintiff's name.

The screenshot shows the 'Open Unassigned Civil Case' page after clicking 'Add Alias'. The tree view on the left now shows 'Smith's Taxi' as a sub-item under 'Alias'. On the right, the 'Search for an alias for Luke Smith' section is active, featuring a 'Last / Business Name' input field and a 'Search' button.

18. Use the same procedure to add additional plaintiffs or defendants. (see steps 12 through 17)

19. Click *Add New Party*.

The additional parties are added to the **Open Unassigned Civil Case** page.

20. Add the remaining parties.

21. Click **Create Case**.

A **Case Opening** message displays.

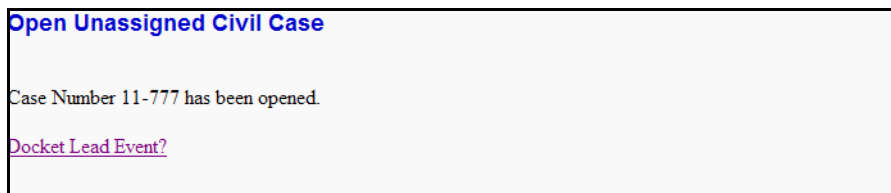
22. Click **Yes** for the message.

23. Click **Next** to proceed.

The **Open Unassigned Civil Case** page changes to show the docket text.

24. Click **Next**.

The **Open Unassigned Civil Case** page changes to show the case number.



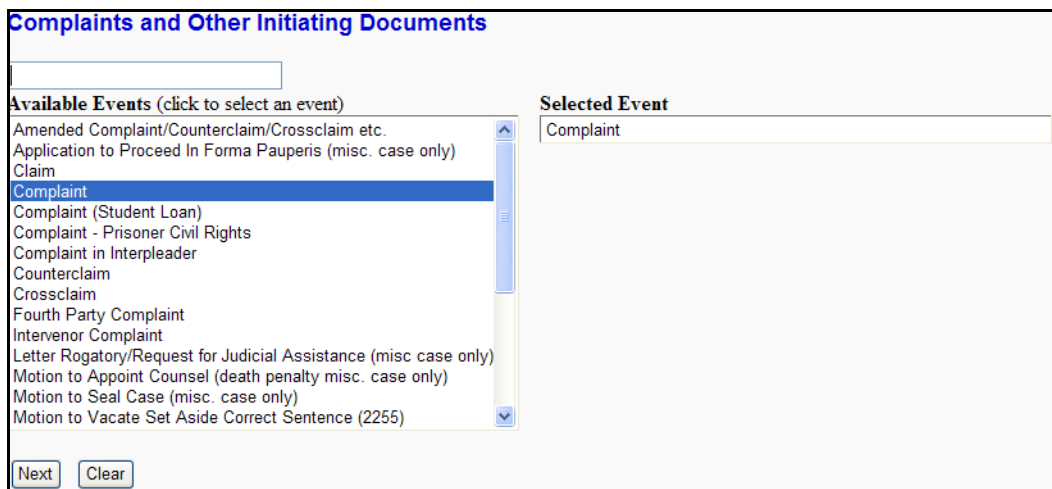
Open Unassigned Civil Case

Case Number 11-777 has been opened.

[Docket Lead Event?](#)

25. Click on the *Docket Lead Event?* link.

The **Complaints and Other Initiating Documents** page displays.



Complaints and Other Initiating Documents

Available Events (click to select an event)

- Amended Complaint/Counterclaim/Crossclaim etc.
- Application to Proceed In Forma Pauperis (misc. case only)
- Claim
- Complaint**
- Complaint (Student Loan)
- Complaint - Prisoner Civil Rights
- Complaint in Interpleader
- Counterclaim
- Crossclaim
- Fourth Party Complaint
- Intervenor Complaint
- Letter Rogatory/Request for Judicial Assistance (misc case only)
- Motion to Appoint Counsel (death penalty misc. case only)
- Motion to Seal Case (misc. case only)
- Motion to Vacate Set Aside Correct Sentence (2255)

Selected Event

Complaint

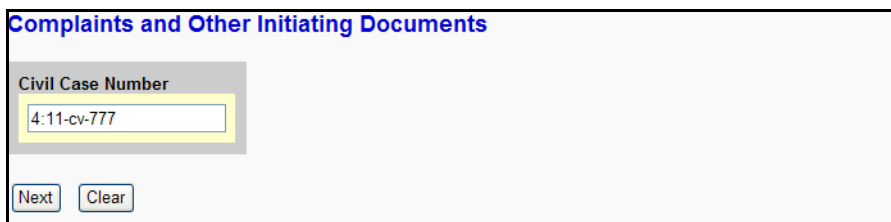
Next Clear

26. Select the appropriate event for your situation from the drop-down menu.

The selected event is placed in the **Selected Event** text box.

27. Click *Next*.

The full case number displays.



Complaints and Other Initiating Documents

Civil Case Number

4:11-cv-777

Next Clear

28. Verify the case number.

29. Click *Next*.

The **Complaints and Other Initiating Documents** page changes to show all the parties in the case.

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

[Collapse All](#) [Expand All](#)

Erica Jones dft
Luke Smith pla

Select the filer.

Select the Party:

Jones, Erica [dft]
Smith, Luke [pla]

30. Select the name of the filer (i.e., plaintiff).

31. Click *Next*.

The web page for making the association between the plaintiff and the attorney displays.

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is unchecked.

☒ Luke Smith (pty:pla) represented by atty1 (aty) ☒ Lead ☒ Notice

32. Click *Next*.

The **Complaints and Other Initiating Documents** page changes to show all of the parties in the case.

33. Either:

- Select the party that is being filed against (i.e., defendant).

OR

- Select the appropriate group.

34. Click *Next*.

The **Complaints and Other Initiating Documents** page changes to select the PDF document and attachments.

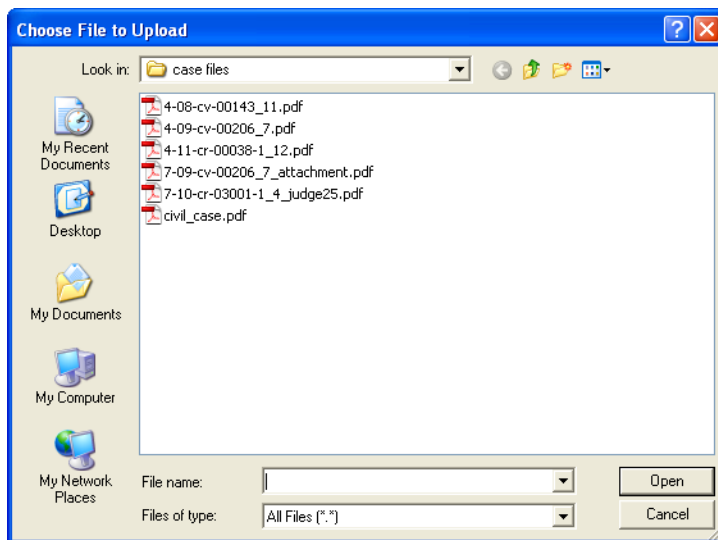


It is imperative that you attach an electronic copy of the actual document when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.



35. For the **Main Document**, click **Browse**.

The Windows **Choose File to Upload** dialog displays.



36. Navigate to and select the PDF to upload.



The selected PDF must meet CM/ECF size limitations (page 2 – 5).

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the **Next** button:

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

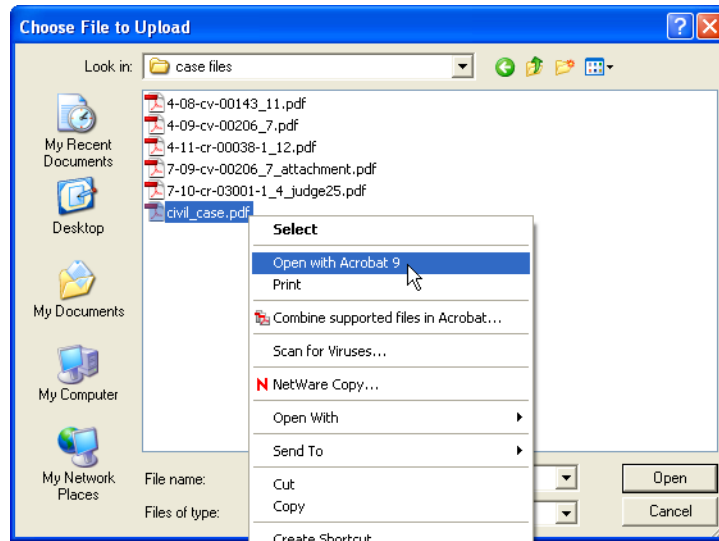
Error File: N:\source information\word_document.docx

Submitted Entries

File Type	Filename	Category	Description
Main Document	N:\source information\word_document.docx	-	-

If you receive this message, click the **Back** button and select a PDF formatted file.

37. (optional) Verify you selected the correct document by right-clicking it and selecting **Open** or **Open with Acrobat** (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

38. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Complaints and Other Initiating Documents** page.

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

Select the pdf document and any attachments.

Main Document
 C:\source\case files\civil_case.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are no attachments to the document, skip to step 40. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

39. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



The PDF must meet CM/ECF size limitations (page 2 – 5).

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Complaints and Other Initiating Documents** page. Notice that the space for the next attachment is automatically added.

Attachments	Category	Description
1. C:\source\case files\civil_attachment.pdf <input type="button" value="Browse..."/>	Appendix	
<input type="button" value="Remove"/>		
2. <input type="text"/> <input type="button" value="Browse..."/>		

- d. You must:

- Use the **Category** pull-down menu to select the attachment type.

AND/OR

- Enter a clear and concise description for the attachment.

- e. Return to step 39 a. for each attachment that must be added.

40. Click **Next**.

The **Complaints and Other Initiating Documents** page changes to ask a question to determine whether a fee is charged for the filing.

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

Is this filed with an application to proceed without prepayment of fees (application to proceed in forma pauperis) Y/N? ☐ or

Is this filed on behalf of the USA Y/N? ☐ or

Is this filed under the Seamans Act with citation of 28 USC 1916 Y/N?

41. Answer either **Y** or **N**, which ever is appropriate for your situation.

42. Click *Next*.

If a fee is to be charged, the **Complaints and Other Initiating Documents** page changes to show the fee amount.

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

Fee: \$350

43. Click *Next*.

The Online Payment page displays.

Payment by
electronic check

Payment by
credit or debit
card

System Message
The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)
Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)
Required fields are indicated with a red asterisk *

Account Holder Name: atty1 *
Payment Amount: \$350.00
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number: *

Routing Number

Account Number

Check Number


1026946763192437673901234

Payment Date: 05/25/2011
Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)
Required fields are indicated with a red asterisk *

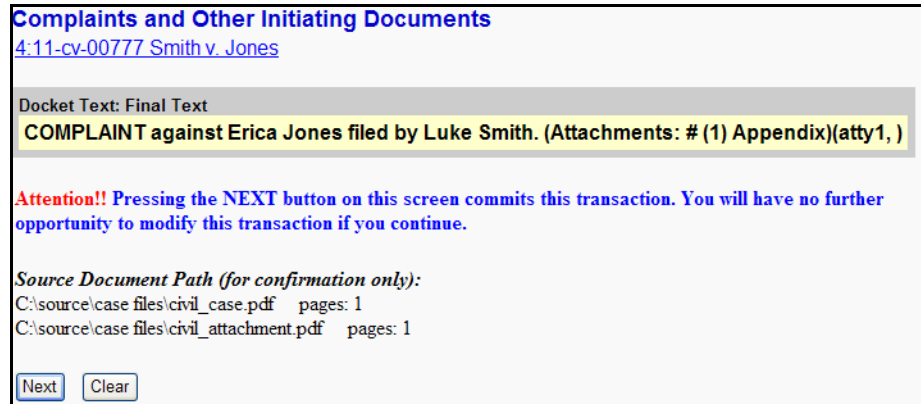
Account Holder Name: atty1 *
Payment Amount: \$350.00
Billing Address: 515 Rusk *
Billing Address 2: *
City: *
State / Province: *
Zip / Postal Code: 77002
Country: United States *
Card Type: * 
Card Number: * (Card number value should not contain spaces or dashes)
Security Code: * [Help finding your security code](#)
Expiration Date: * / * *
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

44. Complete all required information for the payment.

After payment, the **Complaints and Other Initiating Documents** page changes to show you the final docket text and documents being filed.



Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

Docket Text: Final Text
COMPLAINT against Erica Jones filed by Luke Smith. (Attachments: # (1) Appendix)(atty1,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
C:\source\case files\civil_case.pdf pages: 1
C:\source\case files\civil_attachment.pdf pages: 1

45. Review the docket text and correct any errors by using the browser's back button to find the page you need to change.



This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser's back button until you reach the beginning of the event.

46. Click *Next*.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

Complaints and Other Initiating Documents
[4:11-cv-00777 Smith v. Jones](#)

U.S. District Court
SOUTHERN DISTRICT OF TEXAS - TRAIN

Notice of Electronic Filing
The following transaction was entered by atty1, on 5/23/2011 at 2:08 PM CDT and filed on 5/23/2011
Case Name: Smith v. Jones
Case Number: [4:11-cv-00777](#)
Filer: Luke Smith
Document Number: [1](#)

Docket Text:
COMPLAINT against Erica Jones filed by Luke Smith. (Attachments: # (1) Appendix)(atty1,)

4:11-cv-00777 Notice has been electronically mailed to:

4:11-cv-00777 Notice has not been electronically mailed to:

atty1
515 Rusk
Houston, TX 77002

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/23/2011] [FileNumber=288273-0]
[92fb2e20608aef8e4e8e853efba0a6e26f45206ebcf77c9a770640d40bdeac51022
ce42db51992a7d671980c69341cf9882fa7bc1969fa6589df4269e5e32aa]]
Document description:Appendix
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/23/2011] [FileNumber=288273-1]
[77657db66b5ac35704d8f4c95f1ba926e7527306a27f7dfbdee7b1692b5585e96e6
584218c4e2e0c5f3d16ddf9db01b3ce336e38ee637fb0183ff87747e105b]]

Judge:

The NEF confirms that CM/ECF opened the case and that the parties were notified. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.



The system does not assign a Judge at this time. One will be assigned later via the clerk's office.

47. Select the browser's **Print** icon to print the document receipt.

48. Select **File » Save As** to save the receipt to a file on your PC.



The NEF is your confirmation that the filing was accepted.

If you are not familiar with the email notifications of filed PDF documents and of the NEF, see [page 2 – 6](#).

Filing a Motion in a Civil Case

This procedure describes the process for filing a motion in a civil case. The process is similar for filing other civil case pleadings in CM/ECF.

To file a motion in a civil case:

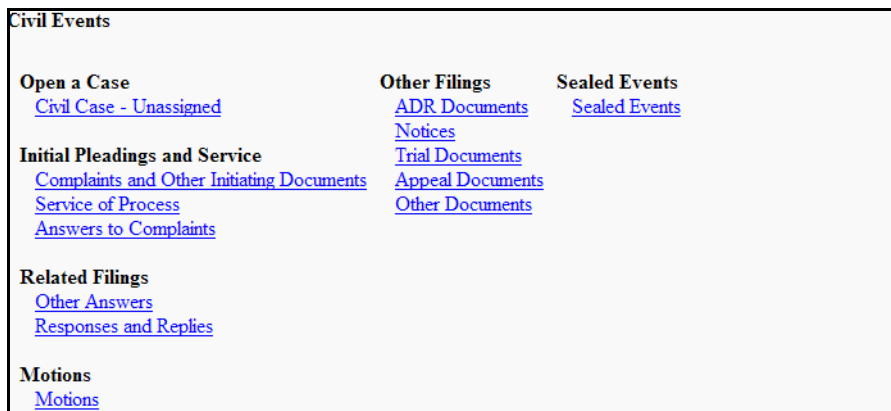
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



2. Select **Civil** from the menu bar.

The **Civil Events** page displays.

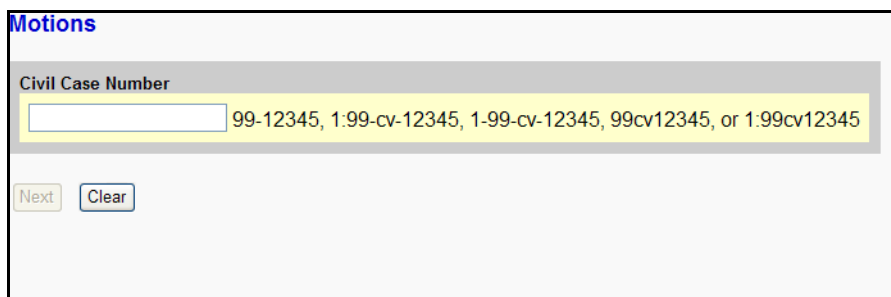


The screenshot shows the 'Civil Events' page with a light gray background. At the top left, the title 'Civil Events' is displayed. Below it, there are three main sections: 'Open a Case', 'Initial Pleadings and Service', and 'Related Filings'. Each section contains several blue hyperlinks. To the right of these sections, there are two more sections: 'Other Filings' and 'Sealed Events', each with its own set of blue hyperlinks. At the bottom left, there is a 'Motions' section with a single blue hyperlink.

Civil Events		
Open a Case	Other Filings	Sealed Events
Civil Case - Unassigned	ADR Documents	Sealed Events
	Notices	
Initial Pleadings and Service	Trial Documents	
Complaints and Other Initiating Documents	Appeal Documents	
Service of Process	Other Documents	
Answers to Complaints		
Related Filings		
Other Answers		
Responses and Replies		
Motions		
Motions		

3. At the bottom of the page, click the **Motions** link.

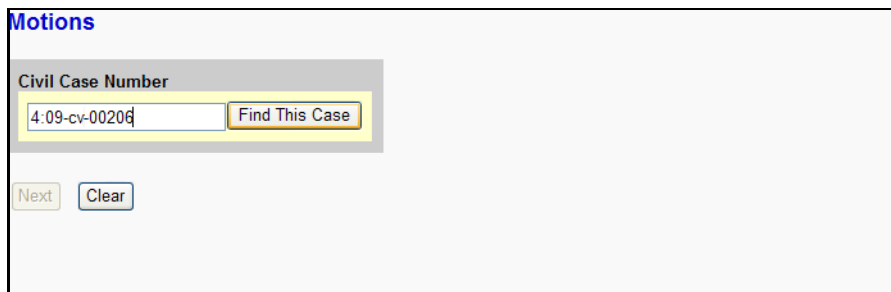
The following **Motions** page displays.



The screenshot shows the 'Motions' page. At the top left, the title 'Motions' is displayed in blue. Below it, there is a gray box containing the text 'Civil Case Number'. Underneath this box is a text input field with a yellow border. To the right of the input field, there is a gray box containing the text '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field and the gray box, there are two buttons: 'Next' and 'Clear'.

4. Enter the number of the case for which you are filing a motion.

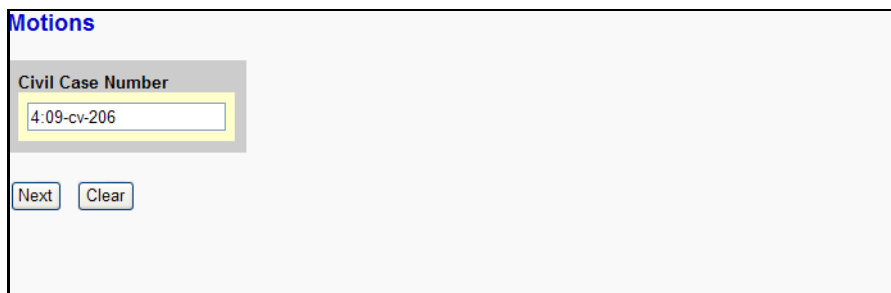
As you enter a case number, the **Motions** page changes to the following:



The screenshot shows the 'Motions' page with the case number '4:09-cv-00206' entered in the input field. The 'Find This Case' button is now highlighted with a yellow border. The 'Next' and 'Clear' buttons are still present below the input field.

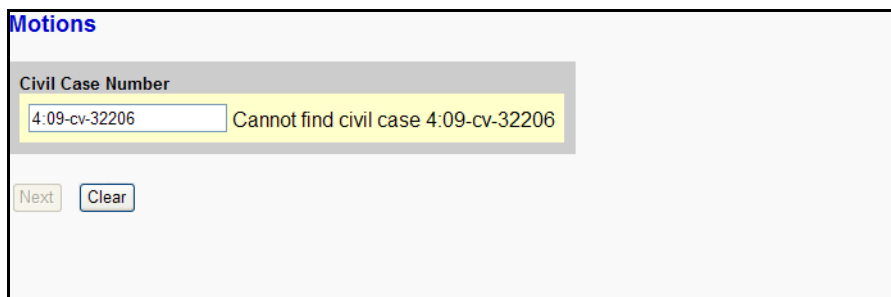
5. Click **Find This Case**.

If the case number is found, the **Motions** page changes to the following and the *Next* button becomes available:



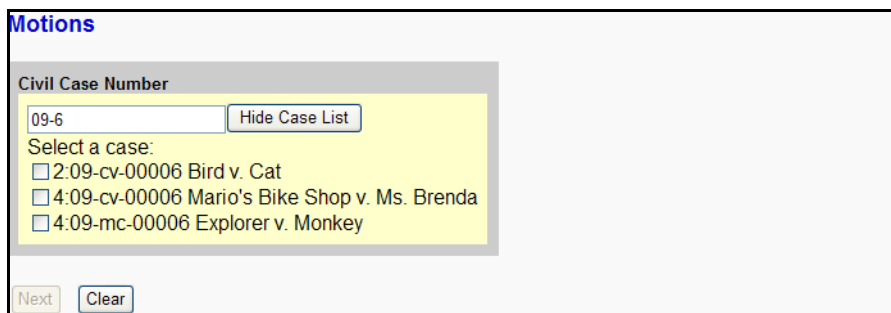
The screenshot shows the "Motions" page with a "Civil Case Number" input field containing "4:09-cv-206". Below the input field are two buttons: "Next" and "Clear". The "Next" button is highlighted, indicating it is the active option.

If the case number is not found, the **Motions** page changes to the following. You can click the *Clear* button to remove your entry and start over or correct the entry that is already there.



The screenshot shows the "Motions" page with a "Civil Case Number" input field containing "4:09-cv-32206". To the right of the input field, a message reads "Cannot find civil case 4:09-cv-32206". Below the input field are two buttons: "Next" and "Clear". The "Clear" button is highlighted, indicating it is the active option.

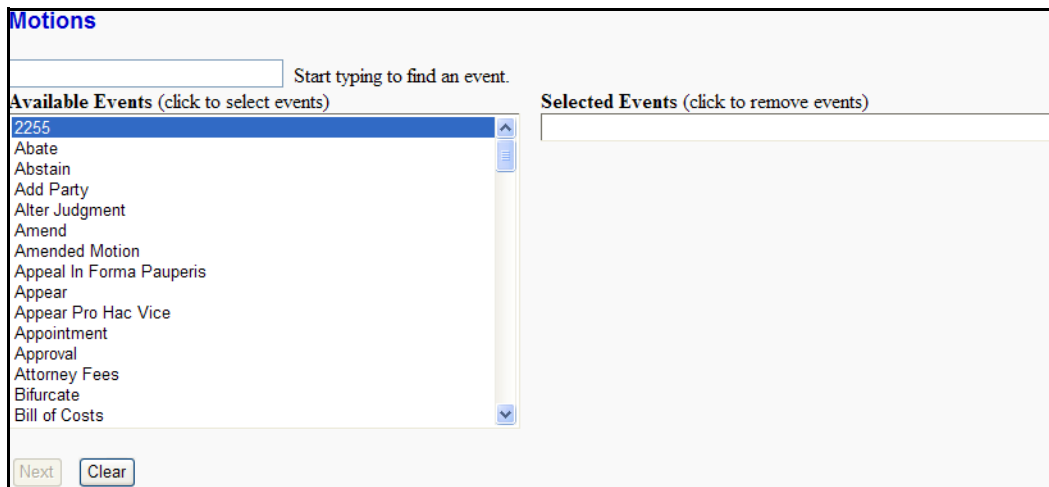
If CM/ECF finds multiple matches, the **Motions** page shows the following. After selecting which case you want, the *Next* button becomes available.



The screenshot shows the "Motions" page with a "Civil Case Number" input field containing "09-6". To the right of the input field is a button labeled "Hide Case List". Below the input field, a section titled "Select a case:" contains three radio button options: "2:09-cv-00006 Bird v. Cat", "4:09-cv-00006 Mario's Bike Shop v. Ms. Brenda", and "4:09-mc-00006 Explorer v. Monkey". Below the list are two buttons: "Next" and "Clear". The "Next" button is highlighted, indicating it is the active option.

6. Click *Next*.

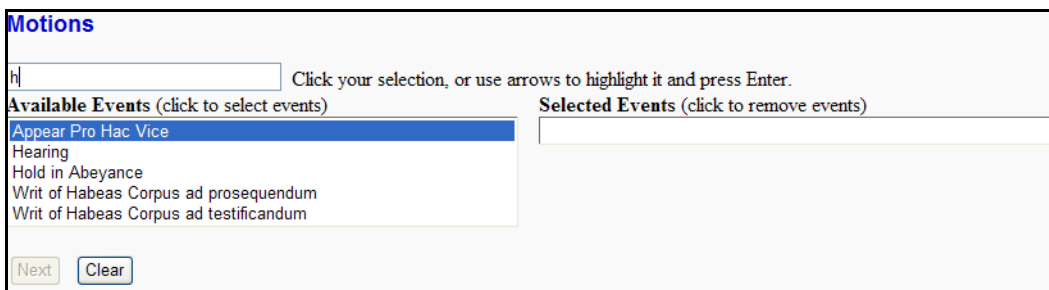
The **Motions** page changes to select the motion type.



The screenshot shows the "Motions" page. At the top, there is a text box with the placeholder "Start typing to find an event." Below this, the "Available Events (click to select events)" list is displayed, containing the following items: 2255, Abate, Abstain, Add Party, Alter Judgment, Amend, Amended Motion, Appeal In Forma Pauperis, Appear, Appear Pro Hac Vice, Appointment, Approval, Attorney Fees, Bifurcate, and Bill of Costs. The "Selected Events (click to remove events)" list is currently empty. At the bottom of the "Available Events" list, there are "Next" and "Clear" buttons.

7. Either:

- Begin entering the event name in the text box to have CM/ECF automatically trim the list of available events.



The screenshot shows the "Motions" page with the text "h" entered in the search box. The "Available Events (click to select events)" list is now filtered to show only events starting with "h": Appear Pro Hac Vice, Hearing, Hold in Abeyance, Writ of Habeas Corpus ad prosequendum, and Writ of Habeas Corpus ad testificandum. The "Selected Events (click to remove events)" list remains empty. "Next" and "Clear" buttons are at the bottom.

OR

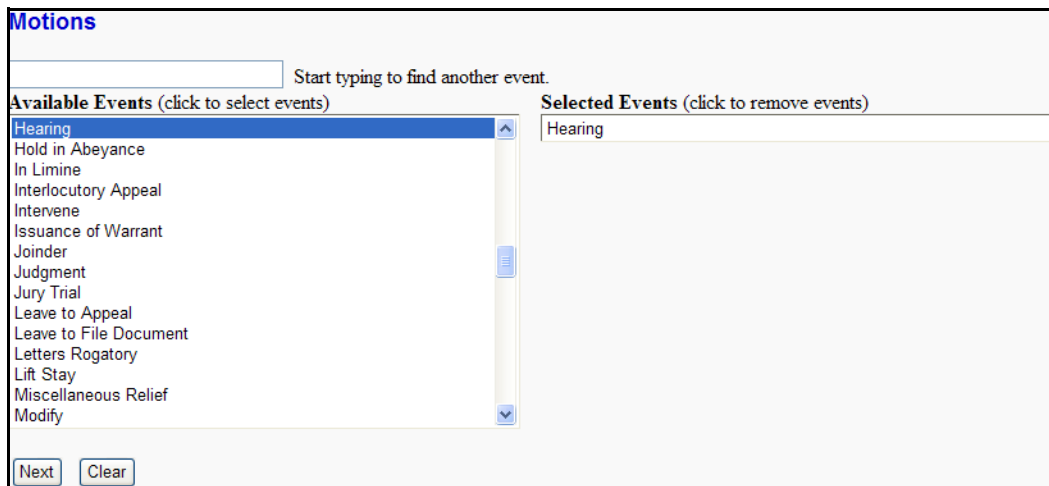
- Use the scroll bar to locate the event you need.

8. Select the appropriate event from the **Available Events** listing.



The selected event determines which web pages CM/ECF displays.

The selected event is placed in the **Selected Events** text box.



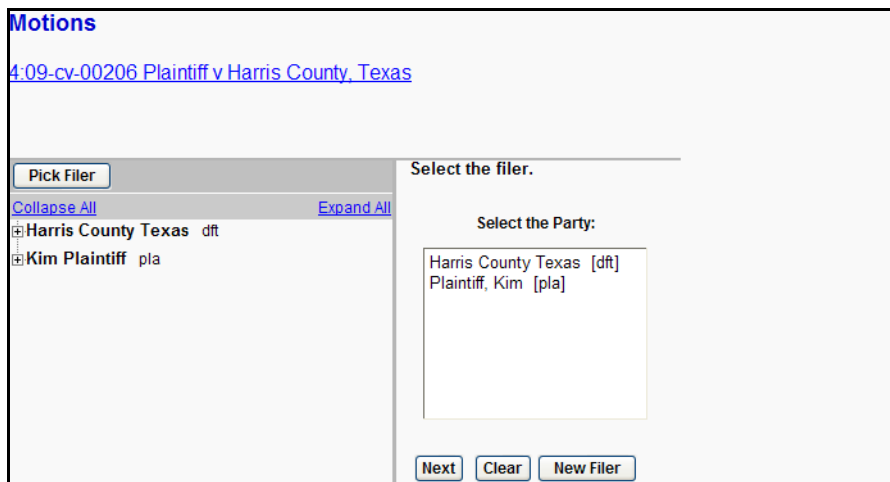
The screenshot shows the 'Motions' page. At the top, there is a search bar with the text 'Start typing to find another event.' Below this, there are two main sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Hearing, Hold in Abeyance, In Limine, Interlocutory Appeal, Intervene, Issuance of Warrant, Joinder, Judgment, Jury Trial, Leave to Appeal, Leave to File Document, Letters Rogatory, Lift Stay, Miscellaneous Relief, and Modify. The 'Selected Events' section currently contains 'Hearing'. At the bottom of the 'Available Events' list, there are 'Next' and 'Clear' buttons.



To delete a selected event, click the event in the Selected Events text box.

9. Click **Next**.

The **Motions** page changes to designate the party or parties filing the document.



The screenshot shows the 'Motions' page with the case number '4:09-cv-00206 Plaintiff v Harris County, Texas' at the top. Below this, there is a 'Pick Filer' button and a 'Select the filer.' section. The 'Pick Filer' section has 'Collapse All' and 'Expand All' links. Below these links, there are two expandable lists: 'Harris County Texas dft' and 'Kim Plaintiff pla'. The 'Select the filer.' section has a 'Select the Party:' label and a list box containing 'Harris County Texas [dft]' and 'Plaintiff, Kim [pla]'. At the bottom of the 'Select the filer.' section, there are 'Next', 'Clear', and 'New Filer' buttons.

10. Highlight the name of the party or parties for whom you are filing the motion.

If you represent multiple defendants or plaintiffs, you can select more than one party by holding down the Ctrl key while making your selection.

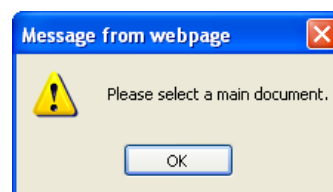
11. Click **Next**.

The **Motions** page changes to select the PDF document and attachment(s).

The screenshot shows the 'Motions' page for case 4:09-cv-00206 Plaintiff v Harris County, Texas. It includes a 'Main Document' section with a 'Browse...' button and an 'Attachments' table with columns for 'Attachments', 'Category', and 'Description'. Each row in the table has a 'Browse...' button. At the bottom are 'Next' and 'Clear' buttons.

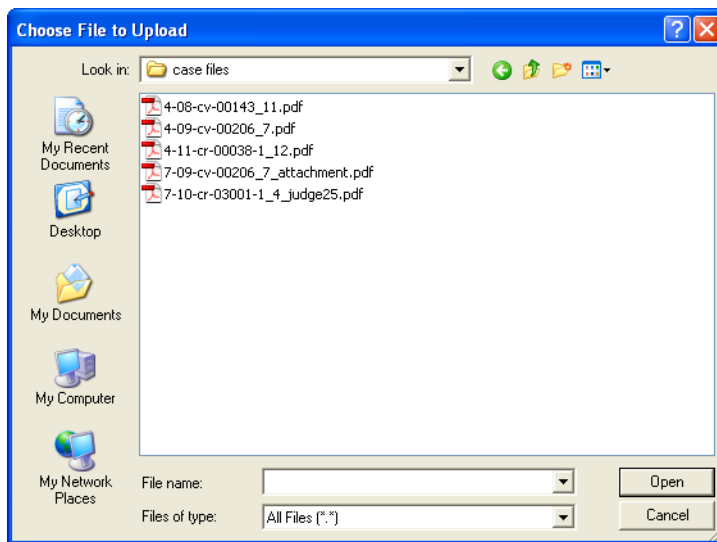


It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.



12. For the **Main Document**, click **Browse**.

The Windows **Choose File to Upload** dialog displays.



13. Navigate to and select the PDF file to upload.



The selected PDF must meet CM/ECF size limitations (page 2 – 5).

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the *Next* button:

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

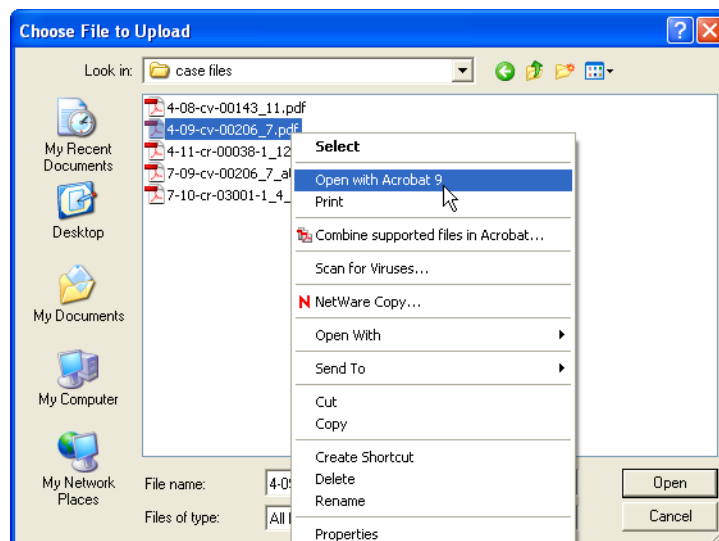
Error File: N:\source information\word_document.docx

Submitted Entries

File Type	Filename	Category	Description
Main Document	N:\source information\word_document.docx	-	-

If you receive this message, click the **Back** button and select a PDF formatted file.

14. (optional) Verify you selected the correct document by right-clicking it and selecting **Open** or **Open with Acrobat** (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

15. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the pdf document and any attachments.

Main Document
 C:\source\case files\4-09-cv-00206_7.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are no attachments to the motions, skip to step 17. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

16. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File to Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



The PDF must meet CM/ECF size limitations (page 2 – 5).

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page. Notice that space for the next attachment is automatically added.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the pdf document and any attachments.

Main Document
 C:\source\case files\4-09-cv-00206_7.pdf

Attachments	Category	Description
1. C:\source\case files\7-09-cv-00206_7_atta <input type="button" value="Browse..."/>	Appendix	<input type="text"/>
<input type="button" value="Remove"/>		
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

d. You must:

- Use the **Category** pull-down menu to select the attachment type.

AND/OR

- Enter a clear and concise description for the attachment.

e. Return to step 16 a. for each attachment that must be added.

17. Click **Next**.

In our example, we are filing a motion for hearing on a Pending Summary Judgment motion. The **Motions** page changes to enter the type of hearing and to link the document (if appropriate).

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

What type of Hearing?

If the proposed hearing pertains to a document, click on box to refer to the document.
On next screen if you are unsure as to which category you should select, hold down control key and highlight all categories listed to pull up entire docket sheet.

☐ Should the document you are filing link to another document in this case?

18. In the text box, enter **Motion**.

If the document you are filing should link to another document, then continue to step 19. Otherwise, skip to step 23.

19. (optional) Select the check box to link the document.

The web page should look as follows.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

What type of Hearing?

If the proposed hearing pertains to a document, click on box to refer to the document.
On next screen if you are unsure as to which category you should select, hold down control key and highlight all categories listed to pull up entire docket sheet.

☒ Should the document you are filing link to another document in this case?

The **Motions** page changes to select the relating event category.

The screenshot shows the 'Motions' page for case 4:09-cv-00206 Plaintiff v Harris County, Texas. It includes a dropdown menu for selecting an event category, with 'EXTEND' currently selected. Below the dropdown are input fields for 'Filed' and 'Documents' dates, each followed by a 'to' field. At the bottom are 'Next' and 'Clear' buttons.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the category to which your event relates.

EXTEND
Type
adr
answer
appeal
appeal-cr
charge-cr
cmp
detention-cr
discov

Filed to

Documents to

20. Select all categories in the text area using one of the following methods:

- Hold down the Ctrl key and drag your mouse from the first to the last item in the list to highlight all categories.

OR

- Highlight the first item in the list, go to the last item in the list, and then hold down the Shift key and click the last item.

21. Click **Next**.

The **Motions** page changes to select the event to which you are linking.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the appropriate event(s) to which your event relates:

- ☐ 06/15/2009 1 COMPLAINT against Harris County Texas (Filing fee \$ 350) filed by Kim Plaintiff.(mbaird,) (Entered: 12/16/2010)
- ☐ 06/15/2009 Summons Issued as to Harris County Texas, filed. (mbaird,) (Entered: 12/16/2010)
- ☐ 07/02/2009 2 RETURN of Service of SUMMONS Executed as to Harris County Texas served on 6/18/2009, answer due 7/9/2009, filed. (mbaird,) (Entered: 12/16/2010)
- ☐ 07/08/2009 3 ANSWER to 1 Complaint by Harris County Texas, filed.(mbaird,) (Entered: 12/16/2010)
- ☐ 04/20/2010 4 SCHEDULING ORDER. Discovery due by 10/29/2010. Dispositive Motion Filing due by 11/19/2010. Joint Pretrial Order due by 1/21/2010. Pretrial Conference set for 1/28/2011 at 09:00 AM in Courtroom 11A before Judge Lynn N. Hughes Jury Trial set for 2 /8/2011 at 10:00 AM in Courtroom 11A before Judge Lynn N. Hughes.(Signed by Judge Lynn N. Hughes) Parties notified. (mbaird,) (Entered: 12/16/2010)
- ☐ 12/16/2010 5 MOTION for Summary Judgment by Harris County Texas, filed. Motion Docket Date 1/6/2011. (mbaird,)
- ☐ 12/16/2010 6 MOTION for Extension of Time Time to File Response by Kim Plaintiff, filed. Motion Docket Date 1/6/2011. (mbaird,)
- ☐ 12/16/2010 7 NOTICE of Setting. Parties notified. Jury Trial set for 2/10/2011 at 09:00 AM in Courtroom 11A before Judge Lynn N. Hughes Motion Hearing set for 2/8/2011 at 09:00 AM in Courtroom 11A before Judge Lynn N. Hughes, filed.(mbaird,)

22. Select the **MOTION for Summary Judgment** event.

23. Click *Next*.

The **Motions** page changes to show the docket date.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Motion for Hearing

Motion Docket Date

Date 6/10/2011

24. Click *Next*.

The **Motions** page changes to allow for changes to the docket text.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Docket Text: Modify as Appropriate.

▼ MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by Plaintiff, filed. Motion Docket Date 6/10/2011. (Attachments: # (1) Appendix) (atty1,)

- Agreed
- Amended
- Corrected
- Cross
- Ex Parte
- First
- Fourth
- Joint
- Opposed
- Renewed
- Second
- Supplemental
- Third
- Unopposed

25. (optional) If applicable to your event, use the pull-down menu to select a value for your event.

26. Click **Next**.

The **Motions** page changes to show the final docket text and documents being filed.

Motions
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Docket Text: Final Text

MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 6/10/2011. (Attachments: # (1) Appendix) (atty1,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
 C:\source\case files\4-09-cv-00206_7.pdf pages: 1
 C:\source\case files\7-09-cv-00206_7_attachment.pdf pages: 1

27. Review the docket text and correct any errors by using the browser's back button to find the page you need to change.



This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser's back button until you reach the beginning of the event.

28. Click **Next** to file and docket the pleading.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

U.S. District Court	
SOUTHERN DISTRICT OF TEXAS - TRAIN	
Notice of Electronic Filing	
The following transaction was entered by atty1, on 5/20/2011 at 2:10 PM CDT and filed on 5/20/2011	
Case Name:	Plaintiff v Harris County, Texas
Case Number:	4:09-cv-00206
Filer:	Kim Plaintiff
Document Number:	9
Docket Text:	
MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 6/10/2011. (Attachments: # (1) Appendix)(atty1,)	
4:09-cv-00206 Notice has been electronically mailed to:	
4:09-cv-00206 Notice has not been electronically mailed to:	
atty1 515 Rusk Houston, TX 77002	
Joe Lawyer 123 Legal Lane Houston, TX 77002	
John Doe 1234 Rusk Houston, Tx 77002	
The following document(s) are associated with this transaction:	
Document description: Main Document	
Original filename: n/a	
Electronic document Stamp:	
[STAMP dcecfStamp_ID=1045387613 [Date=5/20/2011] [FileNumber=287968-0] 20071c09278e88cdad660fb9c3f04e41644eac3c30124de2d8c1ad27c5e2bfb68ebc 7f31a57a438076b44c967ab6a61acc1b7a8e1be10226435adf38abe64c52]]	
Document description: Appendix	
Original filename: n/a	
Electronic document Stamp:	
[STAMP dcecfStamp_ID=1045387613 [Date=5/20/2011] [FileNumber=287968-1] 5f5654ea97716ef163ba7f2e8caa8ab3d3a8f0f1783d5c68c3eebc85024d96924d38 04e934981f9cceed60e088bb4bflcad7e2c91464d4209355aa3c06e90ed5]]	
Judge: Lynn N. Hughes	

The NEF confirms that CM/ECF has registered your transaction and that the pleading is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document(s). You should note the number(s) on the PDF file(s).

29. Select the browser's **Print** icon to print the document receipt.

30. Select **File » Save As** to save the receipt to a file on you PC.



The NEF is your confirmation that the filing was accepted.

If you are not familiar with email notifications, see [page 2 – 6](#).

Filing a Motion in a Criminal Case



Filing users must electronically file certain criminal documents as sealed pursuant to the "Administrative Procedures for Electronic Filing in Civil and Criminal Cases". You can review this document in the following location:

<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcproc.pdf>

This procedure describes the process for filing a motion in a criminal case. The process is similar for filing other criminal documents in CM/ECF.

To file a motion in a criminal case:

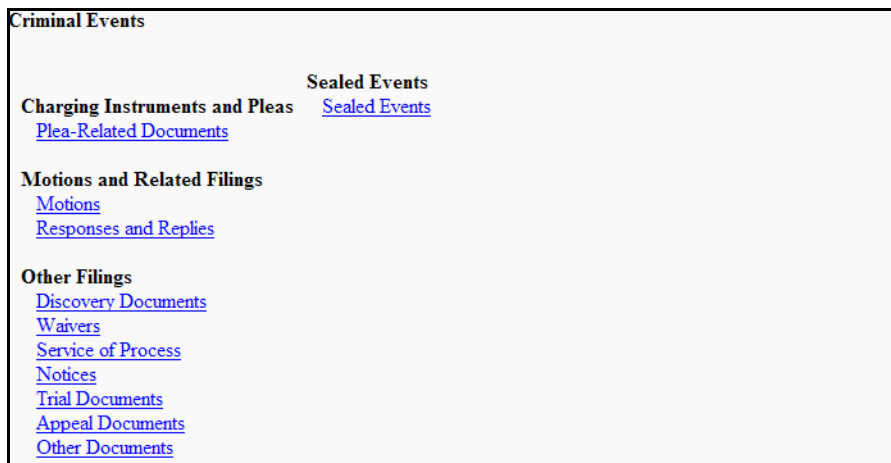
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



2. Select **Criminal** from the menu bar.

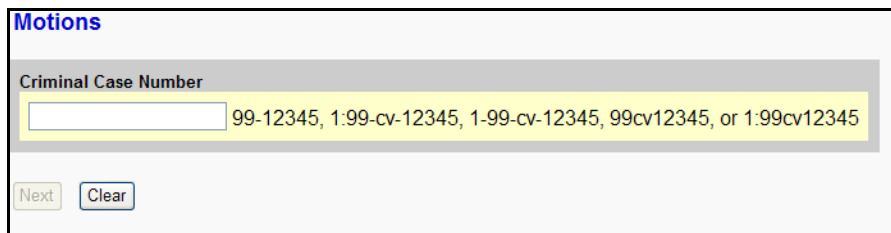
The **Criminal Events** page displays.



The screenshot shows the 'Criminal Events' page. It has a title 'Criminal Events' at the top left. Below it, there are two main sections: 'Charging Instruments and Pleas' and 'Motions and Related Filings'. Under 'Charging Instruments and Pleas', there are links for 'Plea-Related Documents' and 'Sealed Events'. Under 'Motions and Related Filings', there are links for 'Motions' and 'Responses and Replies'. At the bottom, there is a section for 'Other Filings' with links for 'Discovery Documents', 'Waivers', 'Service of Process', 'Notices', 'Trial Documents', 'Appeal Documents', and 'Other Documents'.

3. Under **Motions and Related Filings**, click the **Motions** link.

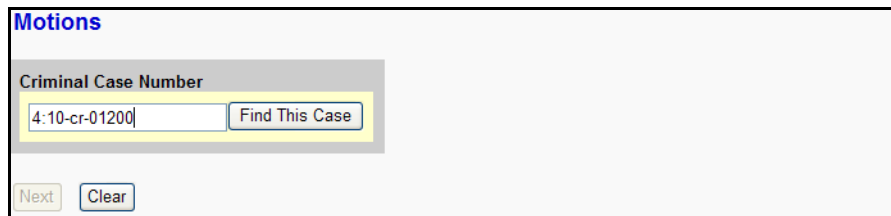
The following **Motions** page displays.



The screenshot shows the 'Motions' page. It has a title 'Motions' at the top left. Below it, there is a section for 'Criminal Case Number' with a text input field and a button labeled 'Next'. The input field contains the text '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. There is also a 'Clear' button next to the input field.

4. Enter the number of the case for which you are filing a motion.

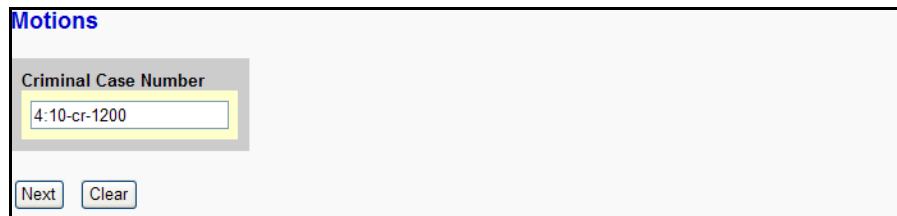
As you enter a case number, the **Motions** page changes to the following:



The screenshot shows the 'Motions' page with a case number entered. It has a title 'Motions' at the top left. Below it, there is a section for 'Criminal Case Number' with a text input field and a button labeled 'Find This Case'. The input field contains the text '4:10-cr-01200'. There is also a 'Next' button and a 'Clear' button below the input field.

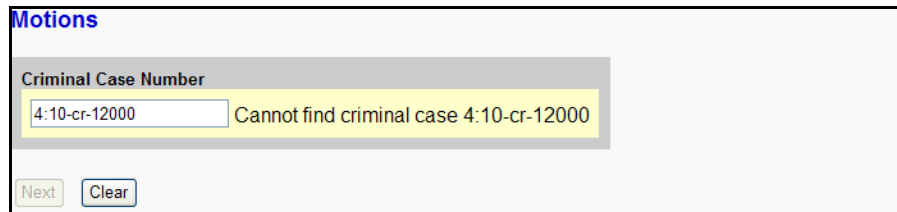
5. Click **Find This Case**.

If the case number is found, the **Motions** page changes to the following and the *Next* button becomes available.



The screenshot shows the "Motions" page with a "Criminal Case Number" input field containing "4:10-cr-1200". Below the input field are "Next" and "Clear" buttons. The "Next" button is highlighted in blue, indicating it is the active button.

If the case number is not found, the **Motions** page changes to the following. You can click the *Clear* button to remove your entry and start over or correct the entry that is already there.



The screenshot shows the "Motions" page with a "Criminal Case Number" input field containing "4:10-cr-12000". To the right of the input field, a yellow message box displays the text "Cannot find criminal case 4:10-cr-12000". Below the input field are "Next" and "Clear" buttons. The "Clear" button is highlighted in blue, indicating it is the active button.



Sealed cases are not available in CM/ECF. If you are absolutely sure you are entering the correct case number, then it is possible the case is sealed. Motions for sealed cases must be filed in the Clerk's office.

When multiple case numbers match the one typed in (i.e., there are multiple defendants on the case), then the **Motions** page changes to the following. You can click in the check boxes to mark the defendants to which the filing relates. If it relates to all defendants, then select the case number without a defendant number but with **et al** at the end.



The screenshot shows the "Motions" page with a "Criminal Case Number" input field containing "6:10-cr-00001". To the right of the input field is a "Hide Case List" button. Below the input field, a yellow message box displays the text "Select a case:" followed by a list of case numbers and names, each with an unchecked checkbox: "6:10-cr-00001 USA v. Smith et al", "6:10-cr-00001-1 Bryan Smith", "6:10-cr-00001-2 Suzanne Smith", "6:10-cr-00001-3 Dennis Smith", and "6:10-cr-00001-4 Rachel Smith". Below the list are "Next" and "Clear" buttons. The "Next" button is highlighted in blue, indicating it is the active button.

6. Click *Next*.

The **Motions** page changes to designate the party or parties filing the document.

The screenshot shows the 'Motions' page for case 4:10-cr-01200 USA v. Defendant. The 'INTERPRETER' section is visible. On the left, there is a list of parties: USA [pla], Smith James [mw], and Bernardo Defendant [dft]. On the right, the 'Select the filer.' section is active, showing a list of parties to select from: USA [pla], James, Smith [mw], and Defendant, Bernardo [dft]. There are 'Next' and 'Clear' buttons at the bottom of the selection area.

7. Highlight the name of the party or parties for whom you are filing the motion.

If you represent multiple defendants, you can select more than one party by holding down the Ctrl key while making your selection.

8. Click *Next*.

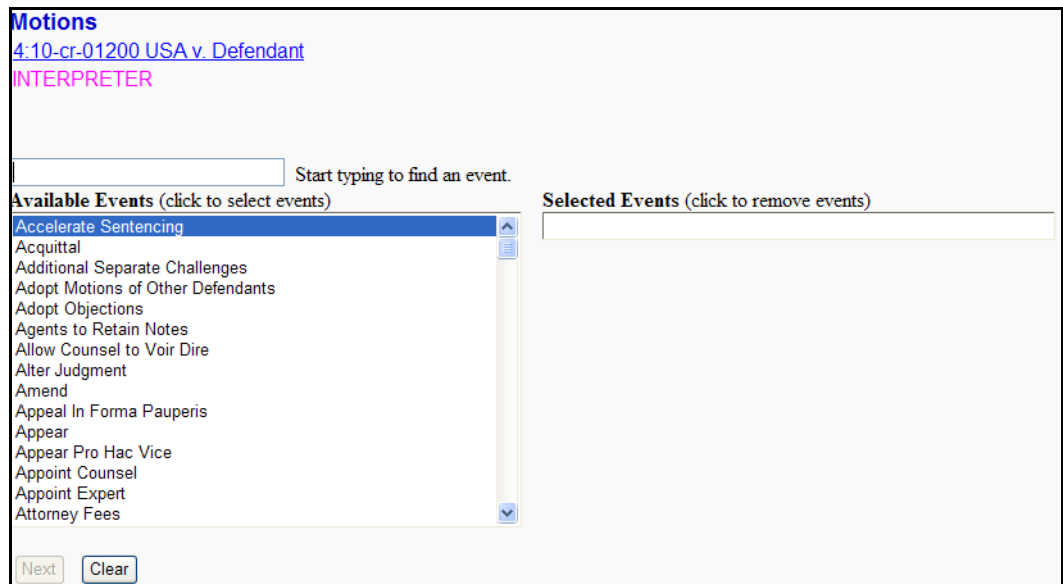
The web page for making the association between the defendant and the attorney displays.

The screenshot shows the 'Motions' page for case 4:10-cr-01200 USA v. Defendant. The 'INTERPRETER' section is visible. Below the case information, there is a message: 'The following attorney/party associations do not exist for the abovecase(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked.' There is a list of associations with checkboxes: 'Bernardo Defendant (pty:dft) represented by atty1 (aty)' (checked), 'Lead' (checked), and 'Notice' (checked). There are 'Next' and 'Clear' buttons at the bottom.

9. (optional) Uncheck the check box if the association should not be made.

10. Click *Next*.

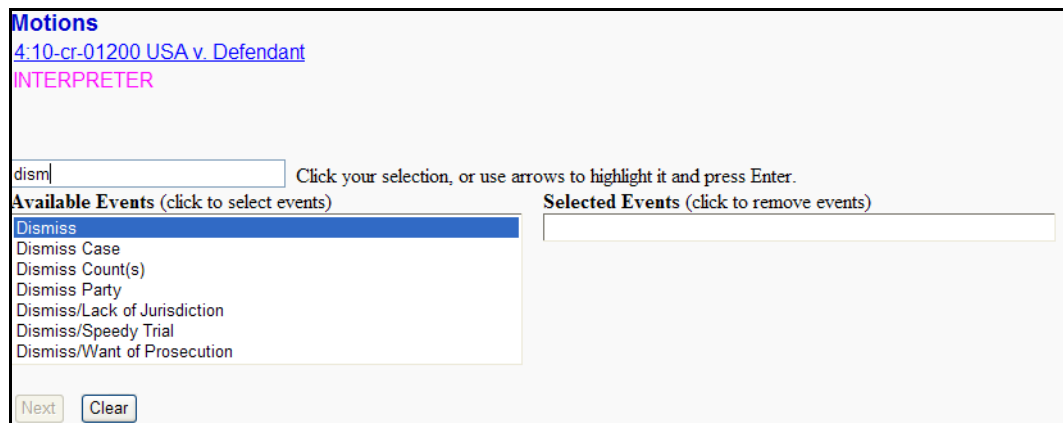
The **Motions** page changes to select the motion type.



The screenshot shows the "Motions" page for case 4:10-cr-01200 USA v. Defendant, with the role "INTERPRETER". A search box contains the text "Start typing to find an event." Below it, the "Available Events (click to select events)" list includes: Accelerate Sentencing, Acquittal, Additional Separate Challenges, Adopt Motions of Other Defendants, Adopt Objections, Agents to Retain Notes, Allow Counsel to Voir Dire, Alter Judgment, Amend, Appeal In Forma Pauperis, Appear, Appear Pro Hac Vice, Appoint Counsel, Appoint Expert, and Attorney Fees. The "Selected Events (click to remove events)" list is empty. "Next" and "Clear" buttons are at the bottom.

11. Either:

- Begin entering the event name in the text box to have CM/ECF automatically trim the list of available events.



The screenshot shows the "Motions" page with the search box containing "dism". The "Available Events (click to select events)" list is filtered to show: Dismiss, Dismiss Case, Dismiss Count(s), Dismiss Party, Dismiss/Lack of Jurisdiction, Dismiss/Speedy Trial, and Dismiss/Want of Prosecution. The "Selected Events (click to remove events)" list is empty. "Next" and "Clear" buttons are at the bottom.

OR

- Use the scroll bar to locate the event you need.

12. Select the appropriate event from the **Available Events** listing.



The selected event determines which web pages CM/ECF displays.

The selected event is placed in the **Selected Events** text box.

Motions
4:10-cr-01200 USA v. Defendant
INTERPRETER

Start typing to find another event.

Available Events (click to select events)

- Dismiss
- Dismiss Case
- Dismiss Count(s)
- Dismiss Party
- Dismiss/Lack of Jurisdiction
- Dismiss/Speedy Trial
- Dismiss/Want of Prosecution
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror
- Early Termination of Probation
- Enforce IRS Summons
- Equal Access to Informant
- Examine
- Exclude

Selected Events (click to remove events)

- Dismiss

Next Clear



To delete a selected event, click the event in the Selected Events text box.

13. Click **Next**.

The **Motions** page changes to select the PDF document and attachment(s).

Motions
4:10-cr-01200 USA v. Defendant
INTERPRETER

Select the pdf document and any attachments.

Main Document

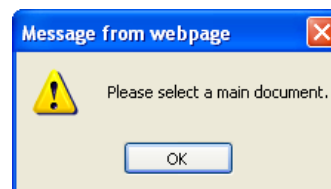
Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

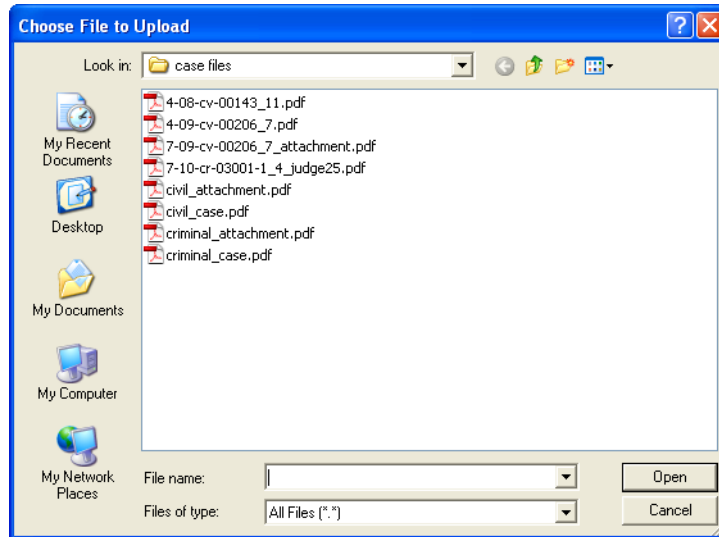


It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.



14. For the **Main Document**, click **Browse**.

The Windows **Choose File to Upload** dialog displays.



15. Navigate to and select the PDF file to upload.



The selected PDF must meet CM/ECF size limitations (page 2 – 5).

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the **Next** button:

Motions
[4:10-cr-01200 USA v. Defendant](#)
INTERPRETER

ERROR: Document is not a well-formed PDF document (no further information is available).

Error File: N:\Attorney User Manual\source information\word_document.docx

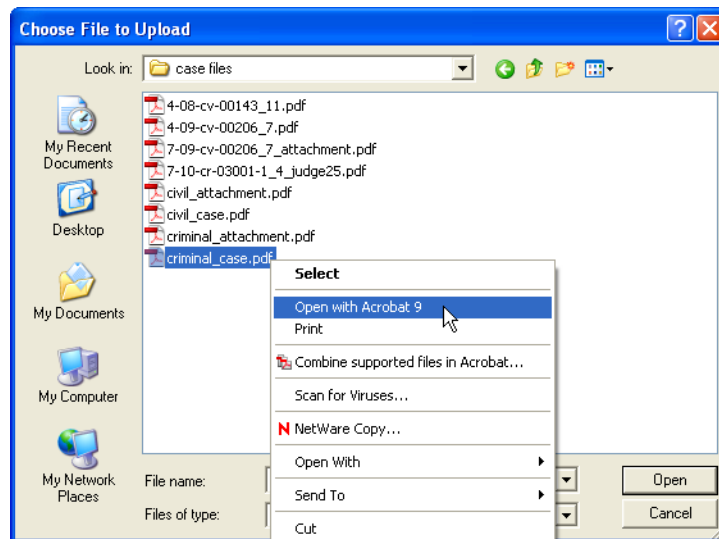
Submitted Entries

File Type	Filename	Category	Description
Main Document	N:\Attorney User Manual\source information\word_document.docx	-	-

[Back](#)

If you receive this message, click the **Back** button and select a PDF formatted file.

16. (optional) Verify you selected the correct document by right-clicking it and selecting **Open** or **Open with Acrobat** (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

17. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page.

Motions
[4:10-cr-01200 USA v. Defendant](#)
 INTERPRETER

Select the pdf document and any attachments.

Main Document
 C:\source\case files\criminal_case.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are no attachments to the motions, skip to step 19. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

18. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File to Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



The PDF must meet CM/ECF size limitations (page 2 – 5).

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page. Notice that space for the next attachment is automatically added.

The screenshot shows the 'Motions' page in the CM/ECF system. At the top, it displays the case number '4:10-cr-01200 USA v. Defendant' and the word 'INTERPRETER' in pink. Below this, a prompt says 'Select the pdf document and any attachments.' The 'Main Document' section shows a file path 'C:\source\case files\criminal_case.pdf' with a 'Browse...' button. Below this is a table for attachments with columns 'Attachments', 'Category', and 'Description'. The first row shows a file path 'C:\source\case files\criminal_attachment.', a 'Browse...' button, a 'Proposed Order' category, and a description field. There is a 'Remove' button next to the first row. The second row is empty, with input fields for file path, 'Browse...' button, category, and description. At the bottom, there are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. C:\source\case files\criminal_attachment. <input type="button" value="Browse..."/>	Proposed Order	<input type="text"/>
<input type="button" value="Remove"/>		
2. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

- d. You must:

- Use the **Category** pull-down menu to select the attachment type.

AND/OR

- Enter a clear and concise description for the attachment.

- e. Return to step 18 a. for each attachment that must be added.

19. Click **Next**.

The **Motions** page changes to allow you to link the document.

The screenshot shows a web form titled "Motions" with the case name "4:10-cr-01200 USA v. Defendant" and the role "INTERPRETER". Below this is a checkbox labeled "Should the document you are filing link to another document in this case?". Under the checkbox are two rows of input fields: "Filed" followed by a text box and "to" followed by another text box, and "Documents" followed by a text box and "to" followed by another text box. At the bottom are "Next" and "Clear" buttons.

20. (optional) Select the check box to link the document.

This example does not illustrate linking a document. If you want to make the link, select the check box and click *Next*. A listing of available events will display from which you can then select an event to which your document relates.



An example of linking a document was shown for filing a motion on a civil case starting with *Step 19* on *page 4 – 28*.

21. Click *Next*.

The **Motions** page changes to allow for changes to the docket text.

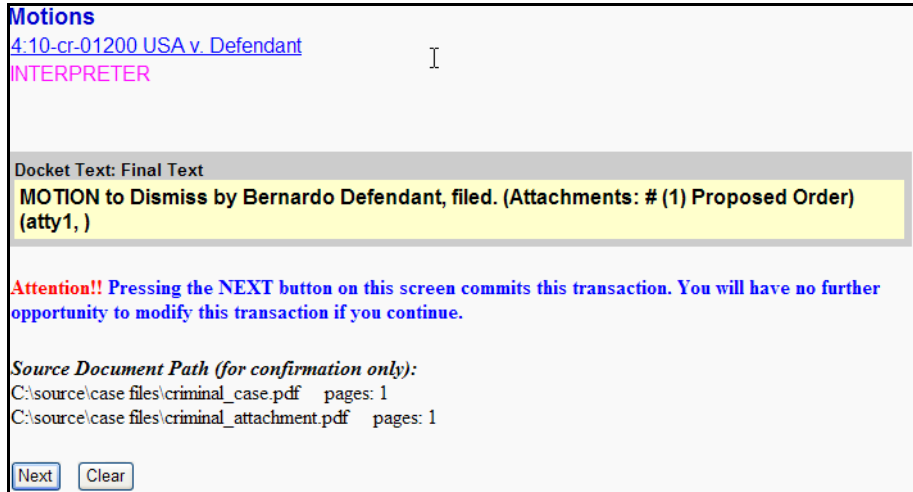
The screenshot shows the "Motions" page with the same case name and role. Below the checkbox, there is a section titled "Docket Text: Modify as Appropriate." which contains a dropdown menu. The dropdown menu is open, showing a list of options: Agreed, Amended, Corrected, Cross, Ex Parte, First, Fourth, Joint, Opposed, Renewed, Second, Supplemental, Third, and Unopposed. The selected option is "MOTION to Dismiss", and the text "by Bernardo Defendant, filed." is visible to the right of the dropdown. Below the dropdown, the text "(1) Proposed Order) (attyl,)" is visible.

22. (optional) If applicable, use the pull-down menu to select a value for your event.

23. (optional) If applicable, add text in the text box for your event.

24. Click *Next*.

The **Motions** page changes to show the final docket text and documents being filed.



The screenshot shows the 'Motions' page in the CM/ECF system. At the top, the case name '4:10-cr-01200 USA v. Defendant' is displayed in blue, followed by the role 'INTERPRETER' in pink. Below this, a grey bar indicates 'Docket Text: Final Text'. A yellow highlighted box contains the docket text: 'MOTION to Dismiss by Bernardo Defendant, filed. (Attachments: # (1) Proposed Order (atty1,)'. Below the highlighted box, a red and blue warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Underneath, the 'Source Document Path (for confirmation only):' is listed with two entries: 'C:\source\case files\criminal_case.pdf pages: 1' and 'C:\source\case files\criminal_attachment.pdf pages: 1'. At the bottom, there are two buttons: 'Next' and 'Clear'.

25. Review the docket text and correct any errors by using the browser's back button to find the page you need to change.



This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser's back button until you reach the beginning of the event.

26. Click *Next* to file and docket the pleading.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

Motions
[4:10-cr-01200 USA v. Defendant](#)
INTERPRETER

U.S. District Court
SOUTHERN DISTRICT OF TEXAS - TRAIN

Notice of Electronic Filing

The following transaction was entered by atty1, on 5/24/2011 at 10:41 AM CDT and filed on 5/24/2011

Case Name: USA v. Defendant
Case Number: [4:10-cr-01200](#)
Filer: Dft No. 1 - Bernardo Defendant
Document Number: [11](#)

Docket Text:
MOTION to Dismiss by Bernardo Defendant, filed. (Attachments: # (1) Proposed Order)(atty1,)

4:10-cr-01200-1 Notice has been electronically mailed to:

4:10-cr-01200-1 Notice has not been electronically mailed to:

atty1
515 Rusk
Houston, TX 77002

Bob Lawyer
AUSA
515 Rusk
Houston, Tx 77002

Houston Interpreter

Jane Jones
1234 Justice Ctr
Houston, Tx 77002

Joe Lawyer
123 Legal Lane
Houston, TX 77002

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-0]
[a256124ed405dd65cd82b80850f848f3586dc4ee70e025727c039c8628a0fab8d3e
ef63eab6da38aa29dd0c12a2c1dc238aa0bc6a81805215684a225a956a4d]]

Document description:Proposed Order
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-1]
[3ebb1e57344da590513c25c1f2aae04de5c230a511779d3546b8042e402c62f61bca
9b154f996315b9c5c003670deac33fe794ffeb19291f965174fba475a5dc]]

Judge: Lynn N. Hughes

The NEF confirms that CM/ECF has registered your transaction and that the motion is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document(s). You should note the number(s) on the PDF file(s).

27. Select the browser's **Print** icon to print the document receipt.
28. Select **File » Save As** to save the receipt to a file on your PC.



The NEF is your confirmation that the filing was accepted.

If you are not familiar with email notifications, see [page 2 – 6](#).

Chapter 5

Querying the CM/ECF Database

Purpose This chapter provides information on how you can query the CM/ECF database for information. Included are some sample queries to help you get started.

Chapter Topics The following topics are covered in this chapter:

- *Accessing Query Mode*, page 5 – 2
- *Sample Queries*, page 5 – 3
- *Case Query Page*, page 5 – 8

Accessing Query Mode

CM/ECF allows registered participants to query its system for specific case information.

To enter the query mode of CM/ECF:

1. Select **Query** from the menu bar.



The PACER Login page displays.

A screenshot of the PACER Login page. The page has a light blue background. At the top, the text 'PACER Login' is displayed in large, bold, blue letters. Below this, under the heading 'Instructions', there is a paragraph explaining the login process and a link to 'http://pacer.psc.uscourts.gov'. A checkbox labeled 'Make this my default PACER login' is present. Below the checkbox, a paragraph states that after checking the box, users will only need to use their CM/ECF login and password. An 'Authentication' box contains three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields are 'Login' and 'Reset' buttons. At the bottom, a 'Notice' section mentions an access fee and provides contact information for the PACER Service Center.

2. Enter your PACER login and password (see [page 3 – 5](#) for instructions).

After a successful PACER login, CM/ECF displays the **Query** page.

Query

Search Clues

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit

0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action

0 (No cause code entered)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type Prisoner ID

Sample Queries

The following are but a few sample queries to get you started using the **Query** page. They are not meant to be an all inclusive list.

No Search Criteria

Even though the **Run Query** button is immediately available, clicking it before entering criteria for the query produces the following error messages:



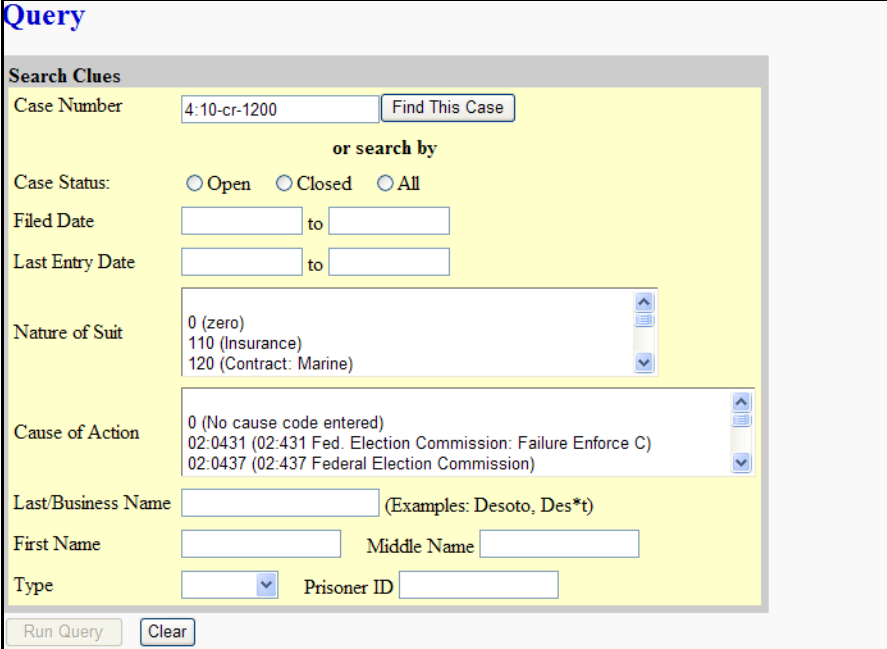
If you receive this message, click your browser's back button to return to the **Query** page. Afterwards, enter some criteria before clicking the **Run Query** button again.

Search by Case Number

To search CM/ECF based on a case number:

1. Enter your case number.

The **Query** page changes to make the **Run Query** button unavailable and to include a button for finding the case.



The screenshot shows the 'Query' page with a yellow background. At the top, the word 'Query' is in blue. Below it, the 'Search Clues' section contains a 'Case Number' field with the value '4:10-cr-1200' and a 'Find This Case' button. Below this, there is a section 'or search by' with radio buttons for 'Case Status' (Open, Closed, All). There are also fields for 'Filed Date' and 'Last Entry Date' with 'to' separators. Below these are two dropdown menus for 'Nature of Suit' and 'Cause of Action'. The 'Nature of Suit' dropdown shows options: '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. The 'Cause of Action' dropdown shows options: '0 (No cause code entered)', '02:0431 (02:431 Fed. Election Commission: Failure Enforce C)', and '02:0437 (02:437 Federal Election Commission)'. Below these are fields for 'Last/Business Name', 'First Name', and 'Middle Name'. There is also a 'Type' dropdown and a 'Prisoner ID' field. At the bottom of the form are 'Run Query' and 'Clear' buttons.

2. Click **Find This Case**.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Run Query** button becomes available again after a unique case number is found or after you select a case or cases from the matched listing.



You can fine tune your query by adding more criteria on the Query page.

3. Click **Run Query**.

A **Query** page displays listing the case information you can view.

The screenshot shows the top of a query result page. At the top right, the case information is displayed: **4:10-cr-01200 USA v. Defendant**, **Kenneth M Hoyt, presiding**, **Date filed: 10/20/2010**, and **Date of last filing: 05/24/2011**. Below this, on the left, is the word **Query**. To the right of **Query** is a list of blue hyperlinks: [Alias](#), [Associated Cases](#), [Attorney](#), [Case File Location...](#), [Case Summary](#), [Corporate Parents](#), [Deadlines/Hearings...](#), [Docket Report ...](#), [Filers](#), [History/Documents...](#), [Party](#), [Related Transactions...](#), and [Status](#). To the right of this list is a blue hyperlink [View a Document](#).

From this page you can click on the information you want to see. For further details on this page, see “**Case Query Page**” on page 5 – 8.

Search by Name

To search CM/ECF based on a party or attorney name:

1. Enter the last name of the party (or attorney) in the appropriate field.

The screenshot shows the **Query** page with a **Search Clues** form. The form has a yellow background and contains the following fields and options:

- Case Number**: A text input field.
- or search by**: A heading for the search criteria.
- Case Status**: Radio buttons for ☐ Open, ☐ Closed, and ☐ All.
- Filed Date**: Two text input fields separated by "to".
- Last Entry Date**: Two text input fields separated by "to".
- Nature of Suit**: A dropdown menu with options: 0 (zero), 110 (Insurance), and 120 (Contract: Marine).
- Cause of Action**: A dropdown menu with options: 0 (No cause code entered), 02:0431 (02:431 Fed. Election Commission: Failure Enforce C), and 02:0437 (02:437 Federal Election Commission).
- Last/Business Name**: A text input field with the value "jones" and a hint "(Examples: Desoto, Des*t)".
- First Name**: A text input field.
- Middle Name**: A text input field.
- Type**: A dropdown menu.
- Prisoner ID**: A text input field.

At the bottom of the form are two buttons: **Run Query** and **Clear**.

- Click **Run Query**.

If more than one person with that name exists in the CM/ECF database, a page displays listing all the matches.

Select A Person	
There were 109 matching people.	
JOles, Tom E, e	(pty)
JOles, Two	(pty)
Jones	(pty)
Jones	(pty)
Jones	(pty)
Jones, April	(pty)
Jones, Arthur R	(aty)
Jones, David	(pty)
Jones, David L	(aty)
Jones, David R	(aty)

- Click on the party name you need.

If the individual is a party to more than one case, CM/ECF displays a page listing all of the cases that party is associated with.

Select A Case			
This person is a party in 24 cases.			
1:05-po-00002	USA v. Jones	filed 11/16/05	closed 11/16/05
1:05-po-00002-1	David Jones	filed 11/16/05	closed 11/16/05
1:05-po-00004	USA v. Jones	filed 11/16/05	closed 11/16/05
1:05-po-00004-1	David Jones	filed 11/16/05	closed 11/16/05
1:05-po-09000	USA v. Jones	filed 11/12/05	closed 11/12/05
1:05-po-09000-1	David Jones	filed 11/12/05	closed 11/12/05
3:05-cv-00002	Plaintiff v. Defendant	filed 05/11/05	closed 05/17/05

- Click on the appropriate case number.

A query page that is similar to the **Query** page that displayed for the case number query appears. For further details on this page, see “**Case Query Page**” on page 5 – 8.

Search by Nature of Suit

To search CM/ECF based on the nature of suit:

1. Select the nature of the suit from the pull-down menu.

Query

Search Clues

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
820 (Copyright)
830 (Patent)
840 (Trademark)
850 (Securities/Commodities)

Cause of Action
0 (No cause code entered)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type Prisoner ID

2. Click **Run Query**.

A message displays stating that the search could produce many records. It is suggested that a date range be placed on these kind of searches to reduce the number of records found.



3. Click **Cancel** to return to the **Query** page.
4. Enter a date range for the search.
5. Click **Run Query**.

With input in the date fields, the message concerning the number of records does not display. Instead, CM/ECF displays a list of cases matching the date range and nature of suit.

Select A Case			
4:10-cv-00003	Seinfeld v. Leno	filed 01/12/10	840(Trademark)
4:11-cv-00773	Doe v. Smith	filed 05/23/11	840(Trademark)
4:11-cv-00777	Smith v. Jones	filed 05/23/11	840(Trademark)
6:10-cv-00002	Rolex, Inc. v. Citizen Watches, Inc.	filed 02/15/10	840(Trademark)

- Click on the appropriate case number.

A query page that is similar to the **Query** page that displayed for the case number query appears. For further details on this page, see below.

Case Query Page

Once you have used CM/ECF query mode to find the case you need, the following **Query** page displays.

3:10-cv-00001 Plaintiff v. Barnhart Kenneth M Hoyt, presiding Calvin Botley, referral Date filed: 01/21/2010 Date of last filing: 05/19/2011	
Query	View a Document
Alias	
Associated Cases	
Attorney	
Case File Location...	
Case Summary	
Corporate Parents	
Deadlines/Hearings...	
Docket Report ...	
Filers	
History/Documents...	
Party	
Related Transactions...	
Status	

At the top of the page CM/ECF displays the case number, case style, presiding judge, date that the initial claim was filed or charging document was filed. If the case is closed it will also list the terminated date. You can choose specific case information from a large list of query options by simply clicking on the appropriate hyperlink name.

The following are but a few samples of the type of information you can view. They are not meant to be an all inclusive list.

Attorney Information

To obtain attorney information, click the **Attorney** link. CM/ECF displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

3:10-cv-00001 Plaintiff v. Barnhart	
Kenneth M Hoyt, presiding	
Calvin Botley, referral	
Date filed: 01/21/2010	
Date of last filing: 05/19/2011	
Attorneys	
Asst US Attorney Office of the US Atty 0000 Justice Street Houston, TX 00000 Assigned: 01/21/2010 ATTORNEY TO BE NOTICED	representing Jo Anne B Barnhart (Defendant)

Case Summary Information

To obtain summary information on the case, click the **Case Summary** link. CM/ECF displays a summary of the current case.

3:10-cv-00001 Plaintiff v. Barnhart	
Kenneth M Hoyt, presiding	
Calvin Botley, referral	
Date filed: 01/21/2010	
Date of last filing: 05/19/2011	
Case Summary	
Office: Galveston	Filed: 01/21/2010
Jury Demand: None	Demand: \$10000
Nature of Suit: 861	Cause: 42:206 Social Security Benefits
Jurisdiction: U.S. Government Defendant	Disposition:
County: Galveston	Terminated:
Origin: 1	Reopened:
Lead Case:	3:10-cv-00001
Related Case:	None
Def Custody Status:	Other Court Case: None
Plaintiff: Test Plaintiff	
Defendant: Jo Anne B Barnhart represented by Asst US Attorney	

Deadlines/Hearings Information

To obtain information on the deadlines and hearings on the case:

1. Click the ***Deadlines/Hearings*** link.

The page shown to the right displays allowing you to query CM/ECF to obtain hearings and other schedule deadlines.

2. Use the drop-down menus to select how the information should be sorted.
3. (optional) Select whether to include pending and/or terminated/satisfied deadlines/hearings.

4. Click ***Run Query***.

The **Deadlines/Hearings** page sorts and displays the deadlines and hearings per your selection.

3:10-cv-00001 Plaintiff v. Barnhart Kenneth M Hoyt, presiding Calvin Botley, referral Date filed: 01/21/2010 Date of last filing: 05/19/2011					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
3	🌐 Objections to R&R Deadline	01/21/2010	02/01/2010		
4	🌐 Objections to R&R Deadline	03/25/2010	04/08/2010		
8	🌐 Bench Trial	11/03/2010	11/05/2010 at 09:01 AM		
12	🌐 Discovery Hearing	05/19/2011	05/26/2011 at 09:00 AM		

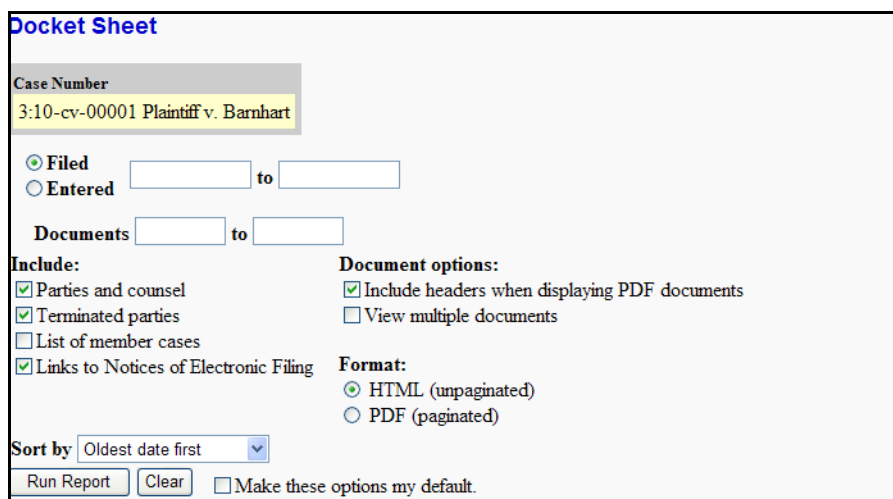
Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the docket information and related docket entries for the hearing you selected.

Docket Information

To obtain a docket sheet:

1. Click the **Docket Report** link.

The **Docket Sheet** page displays allowing you to decide what CM/ECF should include on the docket sheet report.



The screenshot shows the 'Docket Sheet' form. At the top, the title 'Docket Sheet' is in blue. Below it, the 'Case Number' field is highlighted in yellow and contains the text '3:10-cv-00001 Plaintiff v. Barnhart'. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty text boxes separated by 'to'. Underneath is another set of two empty text boxes separated by 'to', labeled 'Documents'. The 'Include:' section has four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (checked). The 'Document options:' section has two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). The 'Format:' section has two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button, a 'Clear' button, and a checkbox labeled 'Make these options my default'.













Leaving the range fields blank causes CM/ECF to display the entire docket sheet.

2. (optional) Select a date range for the report.
3. (optional) Select a range of docketing numbers.
4. (optional) Mark the options you wish to include on the docket sheet.

Parties and counsel and **Terminated parties** are selected by default.

5. (optional) Change any other options on the page as you deem appropriate.
6. Click **Run Report**.

CM/ECF runs and displays your customized docket sheet.

U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN (Galveston) CIVIL DOCKET FOR CASE #: 3:10-cv-00001		
<div> <div> Plaintiff v. Barnhart Assigned to: Judge Kenneth M Hoyt Referred to: Magistrate Judge Calvin Botley Demand: \$10,000 Member case: (View Member Case) Cause: 42-206 Social Security Benefits </div> <div> Date Filed: 01/21/2010 Jury Demand: None Nature of Suit: 861 Social Security: HIA Jurisdiction: U.S. Government Defendant </div> </div>		
Plaintiff Test Plaintiff represented by Test Plaintiff PRO SE		
V.		
Defendant Jo Anne B Barnhart represented by Asst US Attorney Office of the US Atty 0000 Justice Street Houston, TX 00000 ATTORNEY TO BE NOTICED		
Date Filed	#	Docket Text
01/20/2010	 1	COMPLAINT against Jo Anne B Barnhart (Filing fee \$ 350) filed by Test Plaintiff.(rwestmoreland,) Modified on 1/21/2010 (rwestmoreland,) (Entered: 01/21/2010)
01/20/2010	 2	MOTION/APPLICATION to Proceed In Forma PauperisMotions referred to Calvin Botley. by Jo Anne B Barnhart, filed. Motion Docket Date 2/11/2010. (rwestmoreland,) Modified on 1/21/2010 (rwestmoreland,) (Entered: 01/21/2010)
01/21/2010	 3	REPORT AND RECOMMENDATIONS re 1 Complaint. Objections to R&R due by 2/1/2010. ORDER granting 2 Motion for Leave to Proceed in forma pauperis. (Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland,) (Entered: 01/21/2010)
01/21/2010		CONTINUATION OF ENTRY #3 FOR STATISTICAL PURPOSES - ORDER granting 2 Motion for Leave to Proceed in forma pauperis. (Signed by Magistrate Judge Calvin Botley) Parties notified. (rwestmoreland,) (Entered: 01/21/2010)
03/25/2010	 4	REPORT AND RECOMMENDATIONS re 1 Complaint Objections to R&R due by 4/8/2010.(Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland,) (Entered: 03/25/2010)
07/26/2010	 5	ORDER Granting Application to Proceed IFP.(Signed by Magistrate Judge Calvin Botley) Parties notified. (rwestmoreland,) (Entered: 07/26/2010)
11/03/2010	6	NOTICE of Resetting. Parties notified. Bench Trial reset for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew,) (Entered: 11/03/2010)
11/03/2010	7	NOTICE of Resetting. Parties notified. Bench Trial set for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew,) (Entered: 11/03/2010)
11/03/2010	8	NOTICE of Resetting. Parties notified. Bench Trial set for 11/5/2010 at 09:01 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(brogers,) (Entered: 11/03/2010)
05/19/2011	 9	NOTICE of Setting. Parties notified. Final Hearing set for 5/31/2011 at 10:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	 10	NOTICE of Setting. Parties notified. Docket Call set for 5/27/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	 11	NOTICE of Setting. Parties notified. Docket Call set for 5/26/2011 at 01:00 PM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	 12	NOTICE of Setting. Parties notified. Discovery Hearing set for 5/26/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

Chapter 6

Reports Available in CM/ECF

Purpose This chapter provides information on how to access and run the reports provided by CM/ECF.

Chapter Topics The following topics are covered in this chapter:

- *Accessing the Reports*, page 6 – 2
- *Sample Reports*, page 6 – 3

Accessing the Reports

To access the reports available in CM/ECF

1. Select **Reports** from the menu bar.



CM/ECF displays the **Reports** page.



2. Click the report link for the report you want to run.

The following reports require you to log into PACER:

- Docket Sheet
- Civil Cases
- Criminal Cases

3. If the PACER **Login** page displays, enter your PACER login and password (see [page 3 – 5](#) for instructions).

What displays next depends on the selected report. For more information, see the sample reports section that follows.

Sample Reports

The following are sample reports that the you can run from CM/ECF.

Docket Sheet

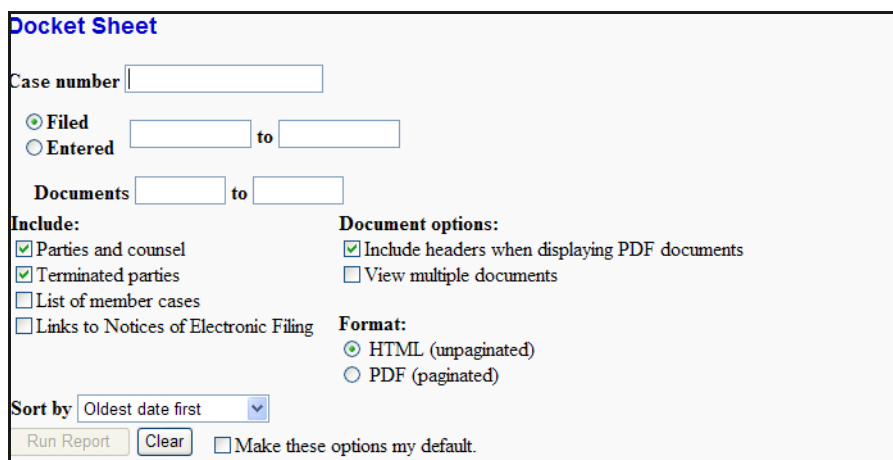
To run a docket sheet report:

1. Click the ***Docket Sheet*** link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see [page 3 – 5](#) for instructions).

After a successful PACER login, CM/ECF displays the **Docket Sheet** page.



The screenshot shows the 'Docket Sheet' configuration page. It includes a 'Case number' input field, radio buttons for 'Filed' (selected) and 'Entered', and date range inputs. There is a 'Documents' section with date range inputs. Under 'Include:', there are checkboxes for 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). Under 'Document options:', there are checkboxes for 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). Under 'Format:', there are radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are 'Run Report' and 'Clear' buttons, and a checkbox for 'Make these options my default'.

3. Enter the case number for the docket sheet you want to view.

- The **Docket Sheet** page changes to include a button for finding the case.

The screenshot shows the 'Docket Sheet' form. At the top, the title 'Docket Sheet' is in blue. Below it, there is a 'Case number' field with the text '3:10-cv-00001' and a 'Find This Case' button. Underneath, there are radio buttons for 'Filed' (selected) and 'Entered', followed by two empty text boxes separated by 'to'. Below that, there is a 'Documents' label followed by two empty text boxes separated by 'to'. The form is divided into two columns of options. The left column is titled 'Include:' and contains four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). The right column is titled 'Document options:' and contains two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). Below these, there is a 'Format:' section with two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)' (unchecked). At the bottom left, there is a 'Sort by' dropdown menu set to 'Oldest date first'. At the bottom right, there are three buttons: 'Run Report' (highlighted in yellow), 'Clear', and a checkbox labeled 'Make these options my default'.

- Click ***Find This Case***.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The ***Run Report*** button becomes available after a unique case number is found or after you select a case from the matched listing.

- (optional) Customize your docket sheet by designating:
 - A document range. (Leaving the documents blank means to include all of them.)
 - The items to include. (**Parties and counsel** and **Terminated parties** are selected by default.)
 - Document, format, and sort by options.
- Click ***Run Report***.

CM/ECF runs and displays your customized docket sheet.

U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN (Galveston) CIVIL DOCKET FOR CASE #: 3:10-cv-00001		
<div> <div> Plaintiff v. Barnhart Assigned to: Judge Kenneth M Hoyt Referred to: Magistrate Judge Calvin Botley Demand: \$10,000 Member case: (View Member Case) Cause: 42-206 Social Security Benefits </div> <div> Date Filed: 01/21/2010 Jury Demand: None Nature of Suit: 861 Social Security: HIA Jurisdiction: U.S. Government Defendant </div> </div>		
Plaintiff Test Plaintiff represented by Test Plaintiff PRO SE		
V.		
Defendant Jo Anne B Barnhart represented by Asst US Attorney Office of the US Atty 0000 Justice Street Houston, TX 00000 ATTORNEY TO BE NOTICED		
Date Filed	#	Docket Text
01/20/2010	1	COMPLAINT against Jo Anne B Barnhart (Filing fee \$ 350) filed by Test Plaintiff.(rwestmoreland,) Modified on 1/21/2010 (rwestmoreland,). (Entered: 01/21/2010)
01/20/2010	2	MOTION/APPLICATION to Proceed In Forma PauperisMotions referred to Calvin Botley. by Jo Anne B Barnhart, filed. Motion Docket Date 2/11/2010. (rwestmoreland,) Modified on 1/21/2010 (rwestmoreland,). (Entered: 01/21/2010)
01/21/2010	3	REPORT AND RECOMMENDATIONS re 1 Complaint. Objections to R&R due by 2/1/2010. ORDER granting 2 Motion for Leave to Proceed in forma pauperis. (Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland,) (Entered: 01/21/2010)
01/21/2010		CONTINUATION OF ENTRY #3 FOR STATISTICAL PURPOSES - ORDER granting 2 Motion for Leave to Proceed in forma pauperis. (Signed by Magistrate Judge Calvin Botley) Parties notified. (rwestmoreland,) (Entered: 01/21/2010)
03/25/2010	4	REPORT AND RECOMMENDATIONS re 1 Complaint Objections to R&R due by 4/8/2010.(Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland,) (Entered: 03/25/2010)
07/26/2010	5	ORDER Granting Application to Proceed IFP.(Signed by Magistrate Judge Calvin Botley) Parties notified. (rwestmoreland,) (Entered: 07/26/2010)
11/03/2010	6	NOTICE of Resetting. Parties notified. Bench Trial reset for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew,) (Entered: 11/03/2010)
11/03/2010	7	NOTICE of Resetting. Parties notified. Bench Trial set for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew,) (Entered: 11/03/2010)
11/03/2010	8	NOTICE of Resetting. Parties notified. Bench Trial set for 11/5/2010 at 09:01 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(brogers,) (Entered: 11/03/2010)
05/19/2011	9	NOTICE of Setting. Parties notified. Final Hearing set for 5/31/2011 at 10:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	10	NOTICE of Setting. Parties notified. Docket Call set for 5/27/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	11	NOTICE of Setting. Parties notified. Docket Call set for 5/26/2011 at 01:00 PM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)
05/19/2011	12	NOTICE of Setting. Parties notified. Discovery Hearing set for 5/26/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson,) (Entered: 05/19/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. If you chose **Links to Notices of Electronic Filing**, then clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

Civil Cases

To run a civil cases report:



WARNING: This report queries ALL civil cases for information that matches your criteria. Therefore your criteria could produce many pages of information for which you will be billed.

If you want information for a single civil case, use the menu options Query or Reports » Docket Sheets.

1. Click the *Civil Cases* link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see page 3 – 5 for instructions).

After a successful PACER login, CM/ECF displays the **Civil Cases Report** page.

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office	Case type	Nature of suit
Brownsville Corpus Christi	Civil Miscellaneous	0 (zero) 110 (Insurance)
Cause		
0 (No cause code entered) 02:0431 (02:431 Fed. Election...)		
Jurisdiction	Case flags	Terminal digit(s)
Diversity Federal Question	1326 2255	2, 4-7
Filed 3/7/2011 to 3/12/2011		<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases
Sort by Case Number		
Output Format <input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only		
<input type="button" value="Run Report"/> <input type="button" value="Clear"/> <input type="checkbox"/> Make these options my default.		

3. Enter your criteria for generating the report.
4. Click **Run Report**.

CM/ECF runs and displays the **Civil Cases Report**.

Civil Cases Report			
U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN			
Filed Report Period: 3/7/2011 - 3/12/2011			
Case Number/ Title	Case Dates	Days Pending	Notes
9-229 Sealed v. Sealed			
4:11-cv-00334 Tall v. ABC Electronics	Case filed: 03/07/2011	80	Cause: 05:552 Right to Privacy Act NOS: 190 Contract: Other Office: Houston Jurisdiction: Federal Question Presider: Unassigned Jury demand: None
4:11-cv-00335 United States of America v. Defendant	Case filed: 03/07/2011	80	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN
4:11-cv-00336 United States of America	Case filed: 03/11/2011	76	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN
4:11-cv-00337 United States of America	Case filed: 03/11/2011	76	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None
4:11-cv-00338 United States of America	Case filed: 03/11/2011	76	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN
Total number of cases reported: 6			
Selection Criteria for Report			
Office	All		
Case Type	All		
Nature of Suit	All		
Cause	All		
Jurisdiction	All		
Filed Date	3/7/2011 - 3/12/2011		
Case Flags	All		
Terminal Digits	All		
Open Cases	Yes		
Closed Cases	No		
Sort by	case number		

Criminal Cases

To run a criminal cases report:



WARNING: This report queries ALL criminal cases for information that matches your criteria. Therefore your criteria could produce many pages of information for which you will be billed.

If you want information for a single criminal case, use the menu options Query or Reports » Docket Sheets.

1. Click the **Criminal Cases** link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see page 3 – 5 for instructions).

After a successful PACER login, CM/ECF displays the **Criminal Cases Report** page.

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office	Case types	Case
Brownsville	Criminal	1326
Corpus Christi	Magistrate Judge	2255

Citation

Count Status ☒ Pending ☐ Disposed

Filed 5/19/2011 to 5/26/2011

Terminal digit(s) 2, 4-7 ☒ Pending defendants
☐ Terminated defendants

Sort by Case Number

Output Format ☒ Formatted Display ☐ Data Only

Run Report Clear ☐ Make these options my default.

3. Enter your criteria for generating the report.
4. Click **Run Report**.

CM/ECF runs and displays the **Criminal Cases Report**.

Criminal Cases Report			
U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN			
Filed Report Period: 3/17/2011 - 3/17/2011			
Case Number/ Title	Case Dates	Days Pending	Notes
4:10-cr-00650 USA v. Corleone et al	Case filed: 03/17/2011		Office: Houston
1 - Fredo Corleone	Added: 03/17/2011	70	Presider: Lynn N. Hughes
2 - Virgil Sollozzo	Added: 03/17/2011	70	Presider: Lynn N. Hughes
4:10-cr-00876 USA v. Barzini et al	Case filed: 03/17/2011		Office: Houston
1 - Don Emilio Barzini	Added: 03/17/2011	70	Presider: Lynn N. Hughes
2 - Don Carmine Cuneo	Added: 03/17/2011	70	Presider: Lynn N. Hughes
4:10-cr-01001 USA v. Corelone et al	Case filed: 03/17/2011		Office: Houston
1 - Don Vito Corelone	Added: 03/17/2011	70	Presider: Lynn N. Hughes
2 - Michael Corleone	Added: 03/17/2011	70	Presider: Lynn N. Hughes
3 - Santino Corleone	Added: 03/17/2011	70	Presider: Lynn N. Hughes
4 - Tom Hagen	Added: 03/17/2011	70	Presider: Lynn N. Hughes
5 - Connie Corleone Rizzi	Added: 03/17/2011	70	Presider: Lynn N. Hughes

Total Number of Cases Reported: 3

Selection Criteria for Report	
Office	Houston
Case Type	All
Citation	All
Pending Counts	Yes
Disposed Counts	No
Filed Date	3/17/2011 - 3/17/2011
Case Flags	All
Terminal Digits	All
Pending Defendants	Yes
Terminated Defendants	No
Fugitive Defendants	No
Non-Fugitive Defendants	Yes
Sort by	case number

Calendar Events

To run a calendar events report:

1. Click the **Calendar Events** link.

CM/ECF displays the **Calendar Events Report** page.

Calendar Events Report

Case number:

Office:

Calendar events:

Nature of suit:

Set: to

☐ Both ☐ AM ☐ PM

Time: ☐ AM ☐ PM

☒ Include ☒ Include closed cases
☒ docket ☒ Display terminated parties text

Sort by:

2. Enter a date range for the report.

This is the only required input for the report.

3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click **Run Report**.

CM/ECF runs and displays the **Calendar Events Report**.

U.S. District Court
 SOUTHERN DISTRICT OF TEXAS - TRAIN
 Calendar Events Set For 3/14/2011-3/14/2011

03/14/2011
 10:00 AM

[1:10-po-09099-1 USA v. Smith](#) DEFENDANT TERMINATED on 03/13/2011

Initial Appearance

Federal Public Defender (Brownsville PO) representing Joaquin Smith (Defendant [T])
 ICE (Brownsville PO) representing USA (Plaintiff)
 US Attorney (Brownsville PO) representing USA (Plaintiff)

COMPLAINT as to Joaquin Smith (1), filed. Initial Appearance set for 3/14/2011 at 10:00 AM before Magistrate Judge Ronald G. Morgan

Written Opinions

This report shows you any opinion that has been loaded on the CM/ECF system by the Chambers of the District and Magistrate Judges for the Southern District of Texas.

To view a written opinion:

1. Click the ***Written Opinions*** link.

CM/ECF displays the **Written Opinions Report** page.

The screenshot shows the 'Written Opinions Report' form. It includes the following fields and options:

- Case Number**: A text input field.
- Last Name**: A text input field.
- First Name**: A text input field.
- Middle Name**: A text input field.
- Office**: A dropdown menu with 'Brownsville' and 'Corpus Christi' as options.
- Nature of Suit**: A dropdown menu with '0 (zero)' and '110 (Insurance)' as options.
- Case Type**: A dropdown menu with 'Civil' and 'Criminal' as options.
- Cause**: A dropdown menu with '0 (No cause code entered)' and '02:0431 (02:431 Fed. Election...)' as options.
- Case Flags**: A dropdown menu with '1326' and '2255' as options.
- Filed between**: Two date input fields, one with '4/26/2011' and another with '5/26/2011', separated by the word 'and'.
- Summary text**: A radio button option.
- Full docket text**: A radio button option, which is currently selected.
- Sort by**: A dropdown menu with 'Case Number' as the selected option.
- Run Report**: A button.
- Clear**: A button.

2. Enter a date range for the report.

This is the only required input for the report.

3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click ***Run Report***.

CM/ECF runs and displays the **Written Opinions Report**.

Written Opinions Report				
U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN				
Filed Report Period: 5/23/2011 - 5/23/2011				
Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
3:2011-cr-01658 USA v. Two	05/23/2011	1	REPORT AND RECOMMENDATION - Guilty Plea as to One Two. Objections to R&R due by 6/9/2011.(Signed by Micaela Alvarez) Parties notified. (dkelly,)	<i>Office: Galveston</i>
5:2009-cr-00001 USA v. Lardo	05/23/2011	19	REPORT AND RECOMMENDATION - Guilty Plea as to Test Lardo. Objections to R&R due by 6/9/2011.(Signed by Magistrate Judge J. Scott Hacker) Parties notified. (tferguson,)	<i>Office: Laredo</i>
Total number of opinions reported: 2				
Selection Criteria for Report				
Case Number	All			
Office	All			
Case Type	All			
Case Flags	All			
Nature of Suit	All			
Cause	All			
Filed Date	5/23/2011 - 5/23/2011			
Sort by	Case Number			

Chapter 7

The Utilities Menu

Purpose This chapter provides information on how to access and run the utilities provided by CM/ECF.

Chapter Topics The following topics are covered in this chapter:

- *Accessing the Utilities*, page 7 – 2
- *Your Account Utilities*, page 7 – 3
- *Miscellaneous Utilities*, page 7 – 8

Accessing the Utilities

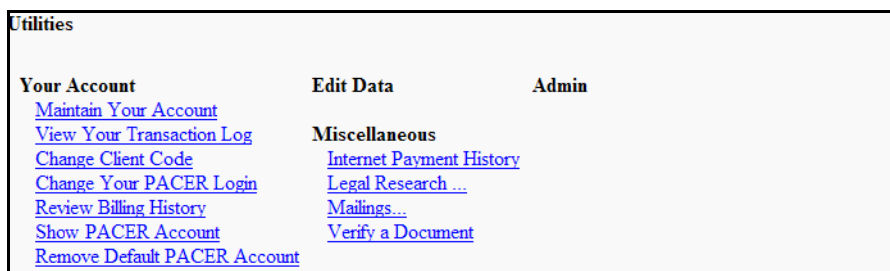
The CM/ECF utilities provide the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.

To access the utilities feature:

1. Select *Utilities* from the menu bar.



CM/ECF displays the **Utilities** page.



2. Click the link for the utility you want to use.

What displays next depends on the selected utility.

Your Account Utilities

The links in this section pertain to the user's CM/ECF or PACER account.

Maintain Your Account

This utility allows you to update your email account, address, phone information, and other personal information.

To use this utility:

1. Click the *Maintain Your Account* link.

The **Maintain User Account** page displays.

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title

Bar number Type

Prisoner id ☒ Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials DOB End date

2. Change any data as required.
3. (optional) Click *Email information* to change or add email addresses.
4. (optional) Click *More user information* to change login and password information.
5. Click *Submit* to accept changes.

View Your Transaction Log

This utility allows you to review all the transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then email the Court's Help Desk as soon as possible ([page 1 – 2](#)).

To use this utility:

1. Click the **View Your Transaction Log** link.

The **View Transaction Log** page displays.

View Transaction Log
Enter the Date Selection Criteria for the Transaction Log Report
Start Date: End Date:
 ☐ Make these options my default.

2. Enter the date range for your report.
3. Click **Run Report**.

CM/ECF displays the **Transaction Log** of all your transactions within the date range you specified.

Transaction Log			
Report Period: 03/24/2011 - 03/24/2011			
Id	Date	Case Number	Text
334904	03/24/2011 16:18:59		Updated person record: atty1 Prid: 2038
334904	03/24/2011 16:18:59		Updated user record: atty1 2038
Total Number of Transactions: 2			

Change Client Code

This utility allows PACER users to change the client code, which is used for identifying charges made to the current PACER account.



If the user has a PACER preference set (via the PSC website) which requires a client code in a specific format, in order to change the client code, you must follow the designated format.

To use this utility:

1. Click the ***Change Client Code*** link.

The following page displays.

2. Enter a new or changed client code.
3. Click ***Submit*** to accept changes.

Change Your PACER Login

This utility allows the user to enter a different PACER login and password.

To use this utility:

1. Click the ***Change Your PACER Login*** link.

The PACER Login screen displays.

2. Enter the new PACER login and password.

For details on logging into PACER, see [page 3 – 5](#).

3. Click ***Login***.

CM/ECF displays the message **Pacer login stored** stating that the change has been accepted.

Review Billing History

This utility displays the number of CM/ECF pages accessed and the charges incurred for the PACER account currently being used. If client codes are entered when CM/ECF is accessed, the charges are totaled for each code.

To use this utility:

1. Click the **Review Billing History** link.

The PACER CASE SEARCH SIGN IN page displays.

CASE SEARCH SIGN IN

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

PACER Login:

Password:

Client Code: ?

[Need an account?](#) | [Forgot your password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

2. Enter your PACER login and password.
3. (optional) Enter a client code.
4. Click **Login**.

The PACER **BILLING HISTORY** page displays.

The screenshot shows the PACER BILLING HISTORY form. At the top, it says "BILLING HISTORY" in red. Below that, the "User" is listed as "us0288 - Southern District of Texas - Consold.". The "Court" section has two radio buttons: "All Courts" (selected) and "PACER Case Locator" (with a dropdown arrow). The "Date Range" section has a date picker set to "05/27/2011" and a "to" field. To the right of the date range are links for "Today", "This Week", "This Month", and "This Quarter". The "Sort Order" is set to "Transaction Date" with a dropdown arrow. The "Options" section has two checkboxes: "Summary" and "Download". At the bottom are "Submit Form" and "Clear Form" buttons.

5. Enter the date range for your report.
6. (optional) Set other options per your requirements.
7. Click **Submit Form**.

The **BILLING HISTORY** report displays.

The screenshot shows the PACER BILLING HISTORY report. At the top, it says "BILLING HISTORY" in red. Below that, it says "Detailed Transaction Report by Date" in blue, followed by "All Courts" in blue, and "from 04/01/2011 to 05/27/2011" in blue. Below this, it says "Fri May 27 11:29:33 2011" in blue, followed by "us0288 - Southern District of Texas - Consold." in blue. At the bottom, it says "No transactions found" in blue.

Show PACER Account

This utility displays the current PACER login ID and client code. To use this utility, click the **Show PACER Account** link.

CM/ECF displays the following:

The screenshot shows a box containing the text "Your current PACER account is us0288".

Remove Default PACER Account

This utility removes the link between the current CM/ECF user account and the associated default PACER account. To use this utility, click the ***Remove Default PACER Account*** link.

CM/ECF displays the following:

Default Pacer Account now removed.

Miscellaneous Utilities

The links in this section are those that do not pertain to the user's CM/ECF or PACER account.

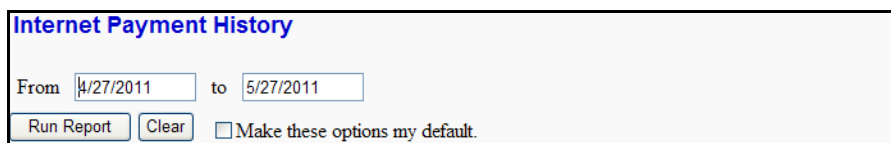
Internet Payment History

This utility allows users to review the credit card payments made for electronic filing.

To use this utility:

1. Click the ***Internet Payment History*** link.

The **Internet Payment History** page displays.

The screenshot shows a web form titled "Internet Payment History" in blue text. Below the title, there are two date input fields: "From" with the value "4/27/2011" and "to" with the value "5/27/2011". Below these fields are two buttons: "Run Report" and "Clear". To the right of the buttons is a checkbox labeled "Make these options my default.".

Internet Payment History			
From	4/27/2011	to	5/27/2011
<input type="button" value="Run Report"/>		<input type="button" value="Clear"/>	
<input type="checkbox"/> Make these options my default.			

2. Enter the date range for your report.
3. Click ***Run Report***.

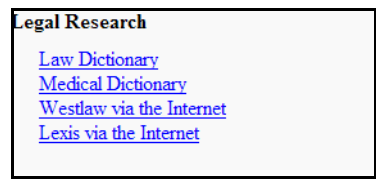
The credit card transactions for the designated time period displays.

Legal Research

This utility is provided by the Southern District of Texas to the user as a research tool on legal matters.

To use this utility:

1. Click the ***Legal Research*** link.
The **Legal Research** page displays.
2. Click the link for the website you want to visit.



Legal Research
[Law Dictionary](#)
[Medical Dictionary](#)
[Westlaw via the Internet](#)
[Lexis via the Internet](#)

Mailings

This utility allows users to find out who receives email notices, who requires manual noticing, and to print mailing labels.

To use this utility:

1. Click the ***Mailings*** link.
The **Mailings** page displays.
2. Click the link for the information you need.



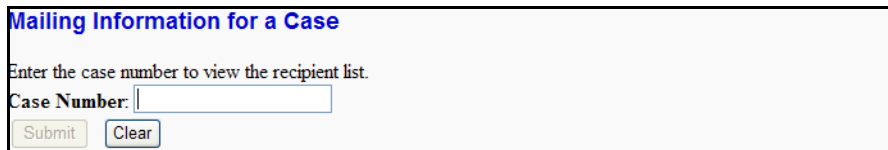
Mailings
[Mailing Info for a Case](#)
[Mailing Labels by Case](#)

Mailing Info for a Case

This link provides a list of people who receive email notices and the people who require manual noticing.

1. From the **Mailings** page, click ***Mailing Info for a Case***.

The **Mailing Information for a Case** page displays.



Mailing Information for a Case
Enter the case number to view the recipient list.
Case Number:

2. Enter your case number.

The **Mailing Information for a Case** page changes to include a button for finding the case.



Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

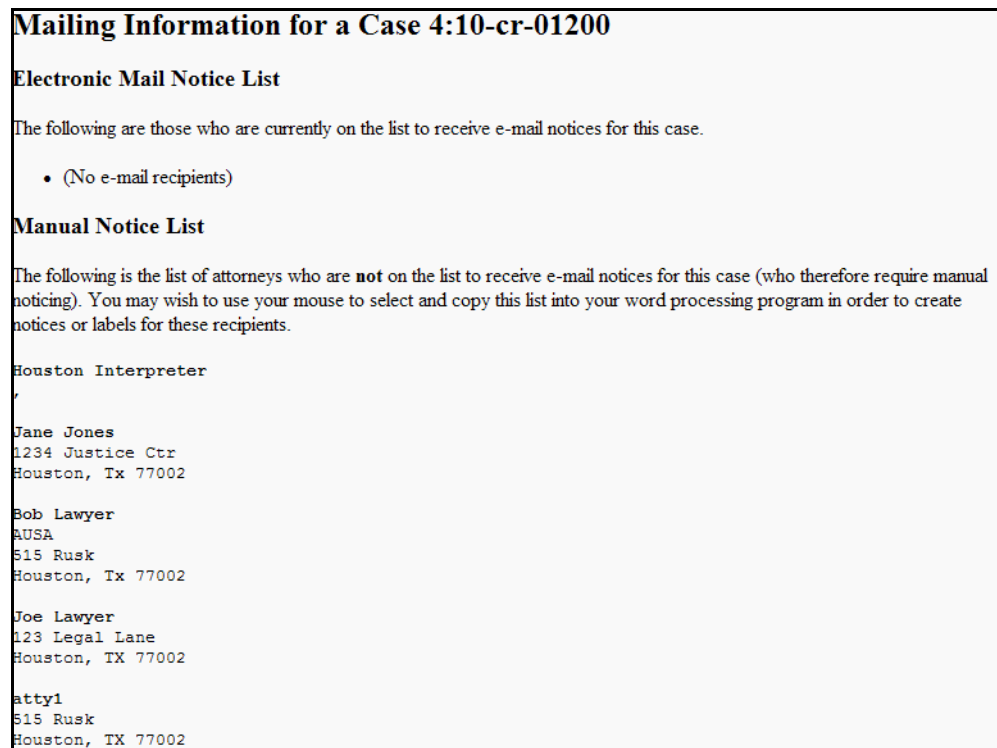
3. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The *Submit* button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Click *Submit*.

The **Mailing Information for a Case** page displays.



Mailing Information for a Case 4:10-cr-01200

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- (No e-mail recipients)

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Houston Interpreter
,

Jane Jones
1234 Justice Ctr
Houston, Tx 77002

Bob Lawyer
RUSA
515 Rusk
Houston, Tx 77002

Joe Lawyer
123 Legal Lane
Houston, TX 77002

atty1
515 Rusk
Houston, TX 77002

Mailing Label by Case

This link provides the ability to print mailing labels for a designated case.

1. From the **Mailings** page, click ***Mailing Labels by Case***.

The **Mailing Labels by Case** page displays.

Mailing Labels by Case

Case number

☐ **All** Select *ALL* participants for case

OR

Select any combination of the following

☒ **Participants**
Amicus

☐ **Judges**

☐ **Attorneys**

Print format
2 columns
3 columns

2. Enter your case number.

The **Mailing Labels by Case** page changes to include a button for finding the case.

Mailing Labels by Case

Case number

☐ **All** Select *ALL* participants for case

OR

Select any combination of the following

☒ **Participants**
Amicus

☐ **Judges**

☐ **Attorneys**

Print format
2 columns
3 columns

3. Click ***Find This Case***.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Next** button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Make your selections on who should receive labels.

You can:

- Check the **All** check box.

OR

- Check the **Judges** and/or **Attorneys** check box and make selections from the **Participants** drop-down menu. Multiple selections in the **Participants** drop-down menu can be made as follows:
 - Hold down the Ctrl key and click on individual participants. This allows you to make multiple selections not in a continuous range.
 - For a continuous range:
 - Drag your mouse from the first to the last participant in the range.
- OR
- Click the first participant in the range, then go to the last one and hold down the Shift key and click the last participant in the range.

5. Select a print format based on printer labels and printer being used.
6. Click *Next*.

The **Search Results** page displays. This is the page that should be sent to the printer for printing the labels.

Search Results	
Jane Jones 1234 Justice Ctr Houston, Tx 77002	Bob Lawyer AUSA 515 Rusk Houston, Tx 77002
Joe Lawyer 123 Legal Lane Houston, TX 77002	atty1 515 Rusk Houston, TX 77002
Total labels: 4	
Not printed due to inadequate address: 6	

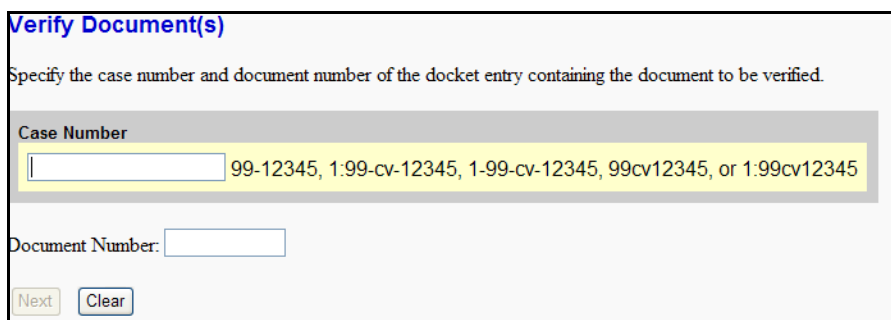
Verify a Document

This utility verifies that the electronic signature of a document is the same as when the document was filed. If it is different, the document may have been altered.

To use this utility:

1. Click the *Verify a Document* link.

The **Verify Document(s)** page displays.



Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

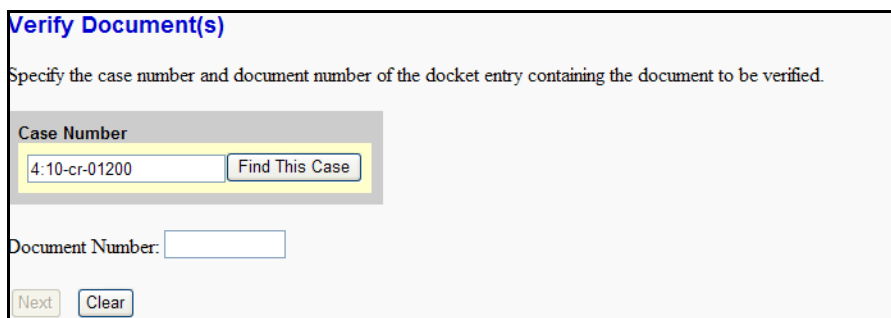
Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Document Number:

2. Enter your case number.

The **Verify Document(s)** page changes to include a button for finding the case.



Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

4:10-cr-01200

Document Number:

3. Click *Find This Case*.

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The *Next* button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Enter your document number.
5. Click *Next*.

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[4:10-cr-01200 USA v. Defendant](#)

Date	#	Docket Text
05/24/2011	11	MOTION to Dismiss by Bernardo Defendant, filed. (Attachments: # 1 Proposed Order)(atty1,)

File size is 21047

File size is 21047

Original Signature(s)

Document No: 288365
Document description:Main Document
Original filename:C:\source\case files\criminal_case.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-0]
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Document No: 288365
Document description:Proposed Order
Original filename:C:\source\case files\criminal_attachment.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-1]
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Verified Signature(s)

Document No: 288365
Document description:Main Document
Original filename:C:\source\case files\criminal_case.pdf
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Document No: 288365
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Original filename:C:\source\case files\criminal_attachment.pdf
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Outcome of verification — **The documents signatures are the same**

If the list of cases shown above is incorrect, click the back button of the browser to change it.

Index

A

Administrative Procedures for Electronic Filing in Civil and Criminal Cases 1-2

C

civil case
 filing a motion 4-20
 opening a case 4-2
CM/ECF
 logging into 3-2
 manipulating the web page 3-8
 menu bar 3-7
 PDF size limitation 2-5
 queries
 accessing query mode 5-2
 case query page 5-8
 sample queries 5-3
 reports
 accessing the reports 6-2
 sample reports 6-3
 system capabilities 1-4
 utilities
 accessing the utilities 7-2
 miscellaneous utilities 7-8
 user account utilities 7-3
criminal case, filing a motion 4-33

E

electronic filing
 common mistakes 2-5
 definition 1-2
 filing a motion
 civil case 4-20
 criminal case 4-33
 opening a civil case 4-2
 system requirements 1-4

H

Help Desk 1-2

L

Local Rules 1-2

N

NEF
 definition 1-3
 email notification 2-6
notice of electronic filing
 definition 1-3
 email notification 2-6

P

PACER
 logging into 3-5
 registration 1-5
PDF
 CM/ECF limitation on size 2-5
 common mistakes when filing 2-5
 converting to PDF format 2-4
 definition 1-3
 how to view 2-2
 NEF of PDF files 2-6

Q

queries
 accessing query mode 5-2
 case query page 5-8
 sample queries 5-3

R

reports
 accessing the reports 6-2
 sample reports 6-3

S

system requirements 1-4

U

utilities

- accessing the utilities 7-2
- miscellaneous utilities 7-8
- user account utilities 7-3